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1.0 INTRODUCTION
1.0 INTRODUCTION

The Line of Credit Control System (LOCCS) is the U.S. Department of Housing and Urban Development’s (HUD) primary grant and subsidy disbursement system that handles disbursement and cash management for most HUD grant programs.

Organizations and individuals have access to these grants through an internet version of LOCCS called eLOCCS, where Business Partners with appropriate authorization can access, manage, and drawdown against their HUD grant portfolios.

1.1 Hours of Operation

Monday – Saturday  5:00 a.m. to 8:00 p.m. EST
Sunday              Unavailable

1.2 Purpose of Guide

The purpose of this guide is to provide examples of eLOCCS screens and to describe the overall layout and menu navigation with the intent of familiarizing the user with the look-and-feel of eLOCCS prior to accessing eLOCCS. A “Core eLOCCS Screens” section has examples of functionality and screens that all HUD Programs support (such as the grant Portfolio) and separate sections provide examples of custom eLOCCS functionality a specific HUD Program may have, such as Shelter Plus Care (SPC).

While the primary purpose of this guide is how to “use” eLOCCS, it does provide a high-level overview of the security and registration components required to gain access eLOCCS and directs you to specific documents with detail instructions on how to complete those registration components.
2.0 REGISTRATION COMPONENTS
2.0 REGISTRATION COMPONENTS

2.1 Registration Overview

eLOCCS is accessed through the HUD internet portal called Secure Systems. Secure Systems is sometimes referred to as ‘REAC’ or ‘Online Systems’. Secure Systems supports many HUD applications, of which eLOCCS is one of them. To use eLOCCS, there are 4 registration components which must be completed prior to accessing eLOCCS.

- **Component 1 – Secure Systems Business Partner Registration**
  In Secure Systems there are two types of users: “Coordinator” or “User”, and each are associated with an organization or Business Partner. The Business Partner organization must be recognized by Secure Systems, and this is accomplished through the Business Partner Registration process. **This only needs to occur once for your organization.**
  If your organization is **not** registered in Secure Systems, then **DO NOT SKIP THIS COMPONENT**

- **Component 2 – Secure Systems “Coordinator” Registration**
  The Coordinator registers in Secure Systems to obtain a Secure System’s ID. The Secure Systems Coordinator serves as the Business Partner’s system administrator, granting application (in this case eLOCCS) roles to users. Each Business Partner must have 1 assigned Coordinators.

  The Secure Systems “Coordinator” is **required** to be the eLOCCS “Approving Official”.

  A Coordinator cannot set up another coordinator in Secure Systems. It is recommended that each coordinator set up themselves.

- **Component 3 – Secure Systems “User” Registration**
  Individual Users register in Secure Systems to obtain a Secure System’s ID. The Coordinator grants the user specific application roles to allow Secure Systems application access. In the case of eLOCCS, the Coordinator would grant the LOCCS roles “QRY” and “ADM” once the user has a Secure System’s ID.

  The Coordinator can assign themselves LOCCS “QRY” and “ADM” roles, and access eLOCCS too, if a HUD-27054e is submitted for the proper access (Component 4).

  eLOCCS is used by Approving Officials to certify their staff. Approving Officials must have a valid Secure Systems ID (as a “Coordinator”) to access eLOCCS just like users.

- **Component 4 – HUD-27054e eLOCCS Access Authorization Form**
  LOCCS has its own security registration process requirement due to its sensitive financial nature. The registration to eLOCCS determines what type of access the user will receive in eLOCCS. This is separate from the Secure Systems registration. **Only one ID/password, the Secure System’s ID/password, is needed to access and sign into Secure Systems and eLOCCS.** Therefore, the Secure Systems’ registration is needed before the eLOCCS registration. This is called Single Sign On (SSO).
If you are new to LOCCS, then a LOCCS Access Authorization Security Form HUD-27054e must be completed and submitted.

To process the HUD-27054e eLOCCS Access Authorization form you must have your Secure Systems ID first. Refer to the eLOCCS Registration Guide for instructions on how to complete the HUD-27054e and where to send the form.

When completing the eLOCCS Access Authorization Form (HUD-27054e), both the user and the approving official must provide personal/individual email addresses. OCFO Security cannot accept, and will return any form, where the emails are the same or uses an organizational general email address. Example, acceptable email can be janebrown@gmail.com or john.doe@safehomes.org not info@safehomes.org

The LOCCS HUD – 27054e form is used to change access to eLOCCS and reinstating users as well.

In summary, there are four (4) registration components which must be completed prior to eLOCCS access.

A separate eLOCCS Registration Guide provides step by step registration instructions on each of these components. In the registration section a handy check list is provided and will help you in determining where you are in the registration process. In addition, there are step by step instructions on how to complete each registration component.

A separate eLOCCS Approving Official Recertification Guide provides example screens and instructions for Approving Officials to review their users eLOCCS assigned and recertify the users.

A link to the HUD 27054e eLOCCS Access Authorization Form along with instructions can be found in Section 5.2 LOCCS URL Quick References

Access to the above documents and information and can be found in Section 5.2 LOCCS URL Quick References.
3.0 SIGNING ON TO eLOCCS
3.0 SIGNING ON TO eLOCCS

3.1 What You Need Before Signing On

- **Secure Systems User ID/password**
  If you do not have a REAC Secure System’s User ID or have roles assigned, see Section 2.1 above regarding Secure Systems registration and Section 5.2 for a link to the eLOCCS Registration Guide.

- **eLOCCS Links In Secure Systems**
  If you do not have eLOCCS links in Secure Systems, see Section 5.2 for a link to the eLOCCS Registration Guide.

- **HUD 27054e Form Is Processed**
  If you do not have eLOCCS access or the appropriate program areas in eLOCCS, see Section 5.2 for a link to the eLOCCS Registration Guide.

3.2 eLOCCS Log In

3.2.1 eLOCCS Access

As mentioned above, you must have a valid **REAC (Secure Systems) User ID/password**, and your HUD 27054e eLOCCS Access form processed and completed to access eLOCCS. Once this form is processed and completed the user will receive a welcome to eLOCCS email. The approving official and the HUD program officer will also receive the eLOCCS email.

---

**Figure 3–1. eLOCCS Access Email**

---

- **Subject:** eLOCCS Access Granted
- **From:** (full_name)
- **To:** [full_name]

To activate your access, please login to Secure Systems and access eLOCCS before #suspend_date. Failure to activate your access by this date will require submission of a new HUD-27054E.

On your first access to eLOCCS, you will be prompted to create:
- A 5 digit PIN number
- 3 security questions and answers

Those will be used to unsuspend yourself if you fail to access eLOCCS for more than 90 days.

If you sign onto Secure Systems and do NOT see the ‘Use of Credit Control System (eLOCCS)’ link in the main menu:

- You do not have LOCCS roles assigned to your Secure Systems ID.
- Request that your Coordinator retrieve your user ID in Secure Systems and assign the ‘OPY’ and ‘ADMIN’ LOCCS roles to your ID.
- Have your Coordinator refer to the eLOCCS Registration Guide (page 22). You can click [here](#) for more details or send to your Coordinator.
- If you do not know your System Coordinator, contact REAC Technical Assistance Center at 1-(888) 245-4880

Please be reminded that it is prohibited to let another individual use your Secure System credentials to access eLOCCS functionality. Any user discovered sharing access may have his or her eLOCCS access permanently terminated.

If you have any questions, please call your local Program Office.
3.0 Signing On To eLOCCS

A. To access Secure Systems Cut and paste URL or click <here>


Figure 3–2. Secure Systems - Select <Login here>

B. Click the <Login here> link.

C. The Secure Systems Single Sig On User Login page will display.

Figure 3–3. Secure Systems Login page
D. Enter your **Secure Systems** User ID and Password (M ID) and click the `<Login>` button.

E. Once a year a Rules of Behavior screen will display. Click the `<Accept>` button. Once this is accepted the WASS Warning screen will display and the WASS Warning Screen will be the next screen after sign-on for the rest of the time eLOCCS is accessed.

![User Login](image.png)

**Figure 3-4. Secure Systems Rules of Behavior**
F. The WASS Warning screen will display. **Note:** This screen provides notification for accessing to avoid deactivation and subsequent reapplication. Click the <Accept> button.

![User Login]

**Legal Warning**

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

**Warning Notice**

The Secure Systems security access software supports Internet Explorer 7.0 browser. Other browsers may not be compatible with this software.

**Message of the Day**

**** Attention TEST Users ****

This is a Test.

We apologize for any inconvenience.

(Message ID# 35200 - Updated by HWASS on Tue Sep 03 18:53:26 EDT 2013)

Accept | Logout

Figure 3–5. Secure Systems – Legal Warning

G. The Secure Systems ‘Main Menu’ screen will display.

![Main Menu]
3.0 Signing On To eLOCCS

Figure 3–6. Secure Systems Menu page
H. Select the <Line of Credit Control Systems (eLOCCS) > link

I. The LOCCS Authorizations page will display. See Section 3.2.3 below for the LOCCS Authorization page.

J. The eLOCCS system has a non-activity time out after 10 minutes and will automatically log out if it detects no activity by the user. To sign back in click the ‘Secure Systems’ button.

Figure 3–7. ELOCCS Non-Activity
K. If your Secure System’s ID does NOT have the LOCCS ‘ADM’ and ‘QRY’ roles assigned to it the “No Secure System’s Roles” message page will display. This message page will provide instructions for you so as your Approving Official can add the ‘ADM’ and ‘QRY’ roles to your ID.
3.0 Signing On To eLOCCS

Figure 3–8. No Secure Systems LOCCS Roles page

Click the ‘here’ link in the message to access the eLOCCS Registration Guide for more details and inform your Approving Official of the Registration Guide if needed.

L. If you do NOT have a LOCCS ID, in other words no HUD 27054e has been submitted, the “No eLOCCS Access” message page will display. This message page will provide instructions for you to complete the HUD-27054e eLOCCS Access Authorization form.

Figure 3–9. No eLOCCS Access page

Click the ‘here’ link in the message to access the HUD – 27054e form and click the ‘here’ link at the bottom to access the eLOCCS Registration Guide for more details.
3.0 Signing On To eLOCCS

If you do not have the eLOCCS link, see your Approving Official (Coordinator) to add system roles for link to display.

3.2.2 eLOCCS Security

A. After selecting the <Line of Credit Control Systems (eLOCCS) > link from the Secure Systems Main Menu.

B. The eLOCCS Security Questions page will display, only once if they have not been entered yet, to enter security questions and a 5-digit numeric pin. The three questions and pin will be stored and allow the user to automatically re-enable the user’s sign-on and ID if they don’t access eLOCCS for 90 days or more.

Enter a 5-digit pin and select three questions by clicking the check box next to the questions. Enter answers and the ‘Continue’ button will be enabled once the 5-digit numeric pin and all three questions/answers have been entered.

Figure 3–10. eLOCCS Security Questions page

C. Select the <Continue> button

D. The eLOCCS Security Questions update page will display
3.0 Signing On To eLOCCS

**eLOCCS Security Questions**

Your Security Information has been updated.

[Continue]

---

**Figure 3–11. eLOCCS Security Questions Update page**

E. Select the <Continue> button.

F. When the security questions have already been entered the LOCCS Authorization page will display (Single Sign On takes the user directly to the selected system). The LOCCS Authorization Page may be different for each Business Partner depending on the program area authorization granted from HUD form 27054e. See Section 3.2.3 below for the LOCCS Authorization page.

If the eLOCCS Security pin and questions/answers have already been entered the LOCCS Authorizations page will display after clicking on the <Line of Credit Control Systems (eLOCCS) > link.

G. If the eLOCCS Security pin and questions have been entered already, and the user has not signed into eLOCCS for over 90 days the user will be presented with the eLOCCS Account Suspended page after clicking on the eLOCCS link from Secure Systems.

---

**eLOCCS Account Suspended**

** HUD IT policy requires eLOCCS to suspend access if the user has not signed in for over 90 days **

Our records show your last sign-in to eLOCCS was on 06-01-2017 which was 225 days ago.
Your eLOCCS access has been suspended, but you can unsuspend your account by answering 1 of your 3 Security Questions.

1. Mother’s maiden name? [Input field]

2. **** ———— ———— ———— ———— ————

3. **** ———— ———— ———— ————

[Submit] [Secure Systems]

---

**Figure 3–12. eLOCCS Account Suspend page– Answer first question to unsuspend account**

If you have chosen (as one of your 3 questions) to enter your own security question, it will always be the 1st question asked.

H. The eLOCCS Account Suspended screen will highlight the number of days since last login and be presented with the first security question to enter an answer.
I. Enter the answer to the first security question and click the ‘Submit’ button.

J. If the answer is correct the LOCCS Authorizations page will display. See Section 3.2.3 below for the LOCCS Authorization page.

K. If the answer to the question is incorrect, you will have a second then a third chance to answer a different security question correctly.

L. If you incorrectly answered one or two questions but get one correct and click the ‘Submit’ button the eLOCCS Security Questions page will display for you to review your security pin and questions/answers.
3.0 Signing On To eLOCCS

Figure 3–14. eLOCCS Security Questions page

M. Make changes and click the ‘Submit’ button or click the ‘Continue (no changes)’ button and the LOCCS Authorizations page will display. See Section 3.2.3 for the LOCCS Authorizations page.

N. If you do not correctly answer ANY of the 3 security questions the eLOCCS Account Suspended notification page will display with instructions to call OCFO Security to provide the 5-digit pin to re-activate your account.

Figure 3–15. eLOCCS Account Suspended page – Call Security Message

O. If you call OCFO security and provide a correct PIN number, you will be unsuspended. The next time you access eLOCCS, you are presented with your Security Questions/PIN page to review.
3.0 Signing On To eLOCCS

If you don’t provide OCFO security with a correct PIN, you will have to submit a new 27054e for reinstatement, and the 1st time you access eLOCCS, you will be prompted to enter new Security Questions/PIN. If the user is an Approving Official, they are required to contact their HUD Program Officer for guidance.

If you don’t sign in after 3 months of inactivity, your eLOCCS user is “terminated.” you will have to submit a new 27054e for reinstatement. Being terminated in eLOCCS is different than being terminated in Secure Systems. In terminated in Secure Systems after 90 days of inactivity, the user will call the REAC Help Desk at 1-888-245-4860. When logging into Secure Systems, you will receive notification of the required date to login to avoid termination from Secure Systems.

![User Login]

You must login at least once every 90 days to maintain an active ID. If you do not login again before 20 Jun 2022, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

Figure 3–16. Secure Systems Login – Reminder Security Message

3.2.3 Program Authorization

After signing into eLOCCS, the ‘LOCCS Authorizations’ page will display. This page summarizes a user’s Business Partner program area authority from the HUD-27054e eLOCCS registration Access Authorization form. A user can represent several Business Partners/Tax ID organizations as seen in Figure 3–5. Select a program area to access the organization portfolio. Return to the ‘LOCCS Authorizations’ page to access a different organization.
3.0 Signing On To eLOCCS

*Figure 3–17. LOCCS Authorizations for Program Areas*
4.0 eLOCCS SCREENS
4.0 eLOCCS Screens

eLOCCS supports a wide range of business partners including Public Housing Authorities (PHA), Section 8 Performance Based Contract Administrators (PBCA), Title II lenders, State, Cities and Non-profits. eLOCCS permits each business partner the ability to access program area screens, to manage and initiate drawdown requests against their HUD program portfolios.

Depending on business partner and program areas authorized eLOCCS will display different program areas and screens.

Most HUD programs fit into either two voucher request groups, ‘Budget Line Item’ (BLI) based, or ‘Grant’ based. The primary difference is that the ‘BLI based’ grants have specific budget line items in which funds are drawn against whereas ‘grant based’ funds are drawn at the grant level. Both groups share similar core eLOCCS screens with subtle differences. Section 4.1 describes core eLOCCS screens examples that are BLI based. Section 4.2 describes the differences in processing for grant-based programs.

4.1 Core eLOCCS Screens

A variety of information is available through eLOCCS menu options. Menu options may vary depending upon a user’s program area authority. Figure 4-1 shows an example of an eLOCCS main menu page in which the ‘Capital Fund Program’ (CFP) was selected from the eLOCCS Authorization’s page.

![Figure 4-1. eLOCCS Main Menu](image)

The left sidebar of the eLOCCS main menu page provides the user with the several options as described in the table that follows.
The Navigation Pane (sidebar) contains several useful links:

*Secure Systems* – Returns to the Secure Systems Main Menu.

*User Profile* – Displays user information, roles assigned, and eLOCCS HUD-27054e authority access level.

*About eLOCCS* – Displays basic eLOCCS information, hours of operation, points of contact, etc.

*FAQ* – Links to a frequently asked questions page.

*Authorizations* – Returns to the LOCCS Authorizations screen.

*Mailbox* – Provides a link to send questions and comments through an eLOCCS electronic mailbox.

### 4.1.1 User Profile

The User Profile screen (Figure 4-2) displays the User’s organization and contact information (address, phone, email), Approving Official contact information, HUD-27054e Program Area authorization, and Secure Systems LOCCS assigned roles. The user can edit/update their email address as well as the eLOCCS Security Questions.

![Figure 4-2. eLOCCS User Profile](image)

**John Doe, John Doe, John Doe**

<table>
<thead>
<tr>
<th>User: Doe, John</th>
<th>Approving Official: Doe, John</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEERS OF AMERICA 933 GOSS AVENUE LOUISVILLE, KY 40217-0000</td>
<td>VOA KENTUCKY PRES/CEO 570 S FOURTHS ST STE 100 LOUISVILLE, KY 40202-2048</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone: (502) 456-4649 Ext:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Effective Date: 1996-11-10</td>
<td>Last access Date: 2017-05-03</td>
</tr>
<tr>
<td>Last Certified Date: 2017-05-27</td>
<td></td>
</tr>
</tbody>
</table>

**HUD-27054E Program Area Authorizations**

<table>
<thead>
<tr>
<th>VOA:KENTUCKY</th>
<th>SNAP</th>
<th>Special Needs Assistance</th>
<th>Drawdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA: TENNESSEE</td>
<td>SNAP</td>
<td>Special Needs Assistance</td>
<td>Drawdown</td>
</tr>
</tbody>
</table>

**Secure Systems LOCCS Assigned Roles**

<table>
<thead>
<tr>
<th>ADM</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>QRY</td>
<td>Query</td>
</tr>
</tbody>
</table>

[Links: Edit Email, Security Questions, Menu]
4.1.1.1  Edit Email

The user may enter/update their email address by clicking on the ‘Edit Email’ button on the ‘User Profile’ page. ‘Email:’ box is enabled. Entering the email address and clicking the ‘Submit’ button will update the email address and display the User Profile page with a display email address.

![Figure 4-3. eLOCCS User Profile Edit Email](image)

The user must provide a personal email address, and not a corporate email address. For example, john.doe@safehomes.org or john_doe@gmail.com are acceptable. However, info@safehomes.org is not acceptable.

4.1.1.2  Security Questions

The user may update their Security Questions and/or pin by clicking on the ‘Security Questions’ button on the ‘User Profile’ page. Either different questions/answers can be selected or existing question’s answers can be updated. Entering questions/answers and/or PIN and clicking the ‘Submit’ button will update the database and display the User Profile page.
4.0 eLOCCS Screens

4.1.2 Navigation Trail Hyperlinks

As a user navigates within eLOCCS screens, a navigation trail provides quick access to a previous page. Figure 4-5. It is strongly recommended to not use the internet back browser button to maintain current eLOCCS data.

Figure 4-5. Navigation Trail Hyperlinks
4.1.3 Queries

4.1.3.1 Grant Portfolio

The Grant ‘Portfolio’ (Figure 4-6) lists funding information of ‘All Grants’ by program area authorized for the user. The page offers a budget snapshot of grant information with available balances including any new grants that have been assigned to the Portfolio within the past 30 days. A “New” icon will be displayed next to the grant number for 30 days. Depending upon whether the grant is awaiting the program office to spread the initial budget, the available balance amount may be zero.

Above the column headings on the right is a check box indicating ‘Show Zero Balance Grants’. To view grants with zero balances, mark the check box and eLOCCS will automatically load any grants with zero available balances on the grant ‘Portfolio’ page. To return to the original grant portfolio balance amounts, simply deselect the check box.

![Grant Portfolio Table](image)

**Figure 4-6. Grant Portfolio**

To view additional information on a grant, click the appropriate hyperlink in the ‘Grant Portfolio’ page, and the ‘Grant Information’ page will display (Figure 4-7) with the ‘General’ tab set as default along with optional tabs depending on the grant selected. At a minimum, the ‘General’ and ‘Voucher’ tabs will appear for each grant. The Grant Information ‘General’ tab details Organizational Information (i.e.,
Grantee name and address and HUD Region and Office, Tax ID, and UEI number), Contract Dates, HUD Amounts, and LOCCS Authorized amounts specific to that grant/award. The Contract Dates consist of a set of 5 “Core” Award/Contract Dates (LOCCS Created, POP Start, POP End, Final Response, Closeout) for most program areas (Final Response is not applicable to CFPs). These dates appear and interact with other dates differently depending on the program area. In addition, Other Dates/Elements appear below the “Core” Dates. These were the original dates associated to the grant.

Figure 4-7 is an example of a ‘Grant (Portfolio) Information’ page for a CFP program area with the ‘General’ default tab selected.

The following two figures illustrate ‘Budget’ tab screen information for the selected grant. There is a dropdown for the “Disbursed” heading to display additional detail.
Figure 4-9. Budget Tab with BLI/Voucher Detail

<table>
<thead>
<tr>
<th>States</th>
<th>Line Item</th>
<th>Name</th>
<th>Authorized</th>
<th>Authorized</th>
<th>Disbursed</th>
<th>Payments in Process</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1406 Operations</td>
<td></td>
<td></td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>01/01/2001 Voucher 020-005165</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1408 Management Improvement</td>
<td></td>
<td></td>
<td>70,000.00</td>
<td>39,649.80</td>
<td>0.00</td>
<td>30,350.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/14/2002 Voucher 020-007679</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/24/2002 Voucher 020-010230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06/13/2002 Voucher 020-017567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1410 Administration</td>
<td></td>
<td></td>
<td>102,000.00</td>
<td>102,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>06/13/2002 Voucher 020-017567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1430 Fees &amp; Costs</td>
<td></td>
<td></td>
<td>60,000.00</td>
<td>47,663.26</td>
<td>0.00</td>
<td>12,336.74</td>
<td></td>
</tr>
<tr>
<td></td>
<td>02/21/2001 Voucher 020-006438</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06/13/2002 Voucher 020-017567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1450 Site Improvement</td>
<td></td>
<td></td>
<td>225,682.00</td>
<td>165,083.00</td>
<td>0.00</td>
<td>60,649.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/01/2002 Voucher 020-014801</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/02/2002 Voucher 020-028273</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/07/2002 Voucher 020-035700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/02/2002 Voucher 020-028276</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/28/2002 Voucher 020-036324</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1460 Dwelling Structures</td>
<td></td>
<td></td>
<td>987,612.00</td>
<td>812,110.10</td>
<td>0.00</td>
<td>175,501.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/01/2001 Voucher 020-038271</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/28/2001 Voucher 020-035429</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/28/2002 Voucher 020-046233</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/06/2002 Voucher 020-041012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>04/04/2002 Voucher 020-045922</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>05/01/2002 Voucher 020-049801</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>05/24/2002 Voucher 020-053930</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/02/2002 Voucher 020-058273</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08/07/2002 Voucher 020-065780</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/02/2002 Voucher 020-055726</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/04/2002 Voucher 020-070292</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/28/2002 Voucher 020-066624</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1465 Dwelling Equipment</td>
<td></td>
<td></td>
<td>5,728.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5,728.00</td>
<td></td>
</tr>
<tr>
<td>1475 Non-Dwelling Equipment</td>
<td></td>
<td></td>
<td>7,000.00</td>
<td>3,542.00</td>
<td>0.00</td>
<td>3,458.00</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1495 Relocation Costs</td>
<td></td>
<td></td>
<td>10,000.00</td>
<td>9,559.29</td>
<td>0.00</td>
<td>440.71</td>
<td></td>
</tr>
<tr>
<td></td>
<td>06/13/2002 Voucher 020-017567</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1502 Contingency</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Totals: 1,493,022.00 1,204,357.45 0.00 288,664.55
4.0 eLOCCS Screens

Clicking the ‘Voucher’ tab lists general voucher information for a particular grant. A voucher number can be selected to retrieve additional detail about that voucher (Figure 4-10). Click the double arrow detail icon on the ‘Amount’ column header to display an itemized BLI breakdown by voucher. To return to the previous level, click the up icon.

![Voucher Tab](image)

**Figure 4-10. Voucher Tab**

Depending upon the Program Area and grant selected, the Obligated/Expenditures (Obl/Exp) tab may or may not be visible. The Obl/Exp query applies only to CFP, COMP CIAP, and URP. The Obl/Exp query tab supplies important historical information for the grant by reporting period (Figure 4-11).
4.0 eLOCCS Screens

Figure 4-11. Obl/Exp Tab

4.1.3.2 Program Portfolio

A user may view a specific program area by clicking the Program Area tab ("CFP") next to the ‘All Grants’ tab (Figure 4-12). The program area on the tab is based on the user’s program area selection when initially accessing eLOCCS (Figure 4-1). In Figure 4-12, only CFP grants are displayed because this is the program area selected at the authorizations page access point.

Figure 4-12. Program Portfolio
4.1.3.3 Program Specific Information

The program-specific information hyperlink on the eLOCCS main menu provides useful information about a particular program. The program area hyperlink is determined at the eLOCCS authorizations page access point. Figure 4-13 shows two tabs that supply information relative to the CFP grant: a ‘Budget Line Item’ chart under the Budget Line Items tab and a message about a HUD requirement under the ‘Tracked Documents’ tab (Figure 4-14).

![Figure 4-13. Program Specific BLI Tab](image)

![Figure 4-14. Program-Specific Tracked Documents Tab](image)
4.1.3.4 Wire Payments/Check Payments

The ‘Wire/Check Payments’ option displays daily summaries of wire/check payments made to the Business Partner. To reduce the number of records displayed, the page defaults to the last 50 payments. A ‘Next’ hyperlink is available at the top column header and bottom of the table to select the next 50 rows (Figure 4-15).

![Image of Wire/Check Payments]

*Note: Actual deposit date may vary by individual bank.*

<table>
<thead>
<tr>
<th>LOCCS Payment Cycle</th>
<th>No of Grants</th>
<th>Amount</th>
<th>Treasury Schedule Number</th>
<th>^ Estimated Deposit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tu 10-29-2002</td>
<td>2</td>
<td>96,799.22</td>
<td>L09334</td>
<td>Wed 10-30-2002</td>
</tr>
<tr>
<td>Sat 10-12-2002</td>
<td>1</td>
<td>16,339.03</td>
<td>L09327</td>
<td>Wed 10-16-2002</td>
</tr>
<tr>
<td>Sat 10-05-2002</td>
<td>2</td>
<td>146,479.00</td>
<td>L09328</td>
<td>Tue 10-08-2002</td>
</tr>
<tr>
<td>Sat 09-28-2002</td>
<td>1</td>
<td>25,000.00</td>
<td>L09326</td>
<td>Tue 10-01-2002</td>
</tr>
<tr>
<td>Fri 09-27-2002</td>
<td>1</td>
<td>52,642.47</td>
<td>L09294</td>
<td>Mon 09-30-2002</td>
</tr>
<tr>
<td>Thu 09-26-2002</td>
<td>1</td>
<td>1,000.75</td>
<td>L09293</td>
<td>Fri 09-27-2002</td>
</tr>
<tr>
<td>Fri 09-20-2002</td>
<td>1</td>
<td>52,642.47</td>
<td>L09295</td>
<td>Mon 09-23-2002</td>
</tr>
<tr>
<td>Tue 09-17-2002</td>
<td>1</td>
<td>73,384.72</td>
<td>L09291</td>
<td>Wed 09-18-2002</td>
</tr>
<tr>
<td>Fri 09-13-2002</td>
<td>1</td>
<td>52,642.47</td>
<td>L09297</td>
<td>Mon 09-16-2002</td>
</tr>
<tr>
<td>Fri 09-06-2002</td>
<td>1</td>
<td>52,642.47</td>
<td>L09190</td>
<td>Mon 09-09-2002</td>
</tr>
</tbody>
</table>

Figure 4-15. Wire/Check Payments

4.1.3.5 Wire Payments Detail

Select a hyperlink in the ‘No of Grants’ column on the Wire/Check Payments page to view the ‘Wire-Check Payments Detail’. The LOCCS disbursements made on the selected Payment Cycle date appear on this page as illustrated in the figure below.

![Image of Wire Payments Detail]

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Grant</th>
<th>Voucher</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFP</td>
<td>Y043F000590</td>
<td>092876824</td>
<td>85,685.00</td>
</tr>
<tr>
<td>YBP</td>
<td>001M2018163</td>
<td>051014625</td>
<td>11,942.22</td>
</tr>
</tbody>
</table>

Total: 96,799.22

Figure 4-16. Wire Payments Detail
4.1.4 Updates

4.1.4.1 Payment Voucher Entry

The ‘Payment Voucher Selection’ page allows Business Partners (grantees) the ability to select and request all their voucher payments at once. Depending on the user’s program area authority, all available grants in all program areas in which the user has drawdown authority are selected and displayed with a check box next to the grant number (Figure 4-17).

![Payment Voucher Selection](image)

Figure 4-17. Payment Voucher Selection

If a grant has an available balance, but eLOCCS determines the grant is unavailable for drawdown, the check box is replaced with a lock icon 🗝. An explanation will appear directly below the grant stating why the grant is locked.
To perform a drawdown, mark the desired check boxes next to the grant and click the ‘Submit’ button for eLOCCS processing. eLOCCS will then display these vouchers in succession, and the appropriate budget line information will appear for each one.

If multiple grants were selected on the ‘Voucher Selection’ page, the ‘Next Payment’ button and related grant number appear at the bottom of the page (Figure 4-18). Clicking on the ‘Next Payment’ button displays the next HUD-50080 voucher form for that grant. The current voucher will be skipped for processing.

eLOCCS automatically totals the voucher as each Budget Line Item (BLI) amount is entered. A negative BLI amount cannot be entered against an available drawdown balance.

After BLI drawdown amounts fields have been populated, click the ‘Submit’ button and one of the following results will be returned:

- The voucher request is accepted and processed for payment,
- The voucher request is accepted but requires HUD review, or
- The voucher request is rejected, and a reason is provided.

Figure 4- illustrates a payment voucher entry request of $2,000 against the BLI 1408 Management Improvement account.
### 4.0 eLOCCS Screens

**Figure 4-18. Payment Voucher Entry**

#### eLOCCS

**CFP Capital Fund Program**

**Payment Voucher**

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

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

HUD implemented the Use of Credit Control System/Active Response System (LOCCS/ARS) to prevent requests for payments to exceed. This template BLI set a voucher entry for the applicable HUD program with the necessary information prior to making withdrawals and verify a correct calculation to include the appropriate funding. This information is required to track funding under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

<table>
<thead>
<tr>
<th>BLI</th>
<th>Name</th>
<th>Authorized</th>
<th>Available Drawdown Balance</th>
<th>BLI Drawdown Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1408</td>
<td>Management Improvement</td>
<td>182,614.35</td>
<td>3,230.47</td>
<td>2,000.00</td>
</tr>
<tr>
<td>1410</td>
<td>Administration</td>
<td>187,719.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1430</td>
<td>Fees &amp; Costs</td>
<td>45,104.65</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1450</td>
<td>Site Improvement</td>
<td>41,780.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1460</td>
<td>Dwelling Structures</td>
<td>1,419,977.00</td>
<td>59,600.03</td>
<td>0.00</td>
</tr>
<tr>
<td>1502</td>
<td>Contingency</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>1,877,195.00</strong></td>
<td><strong>62,830.50</strong></td>
<td><strong>2,000.00</strong></td>
</tr>
</tbody>
</table>

I certify the data reported and facts stated in this voucher are correct and the amount requested is not in excess of immediate disbursement needs 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 & Title of Person Completing This Form
12. Name & Title of Authorized Signatory

**eLOCCS User**

13. Name
14. Date of Request
11-27-2002

**Warning:** HUD will present false claims and statements. Commuters may result in criminal and/or civil penalties. (18 U.S.C. 1001, 3730, 1012, 31 U.S.C. 3312, 3802)

**Privacy Statement:** Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3312, 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 lose their access capability promptly deleted. Failure to provide the information requested on this 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 law.

---

Submit  Reset  Cancel

Next Payment (CFP Grant Number)
Figure 4-19 illustrates a screen stating the voucher request has been accepted and approved for payment.
4.1.4.2 Cancel a Voucher

Users who have the authority to create a voucher request can cancel that request prior to LOCCS payment. The ‘Cancel Voucher’ option is accessed through the main menu. When this option is selected, eLOCCS will display any outstanding vouchers that may be canceled (Figure 4-20).

![Figure 4-20. Cancel Voucher Selection](image)

To select a voucher to cancel, click on the cancel icon. Select the cancel button icon and a screen with a text box will be displayed for entering a reason to cancel the voucher (Figure 4-21). After entering the reason, click the ‘Submit’ button and the selected voucher will be canceled. Another voucher may now be entered against the grant, if needed.

![Figure 4-21. Cancel Voucher](image)
4.1.4.3 Obligated/Expenditure (Programs)

PIH programs such as CFP, COMP, and URP require the business partner to provide monthly obligated and expended information in eLOCCS. This information represents the amount of HUD funds they have received and that have been obligated and/or expended.

The Obligated/Expenditure link is a program specific function. For it to appear in the eLOCCS main menu a related program area must be chosen from the eLOCCS authorization page after signing into eLOCCS. To display the Obligated/Expenditure Status page, click on the Obligated/Expenditure link from the eLOCCS Main Menu. eLOCCS will list all programs with grants that require Obligated/Expenditure updating. If the reporting information is past due, a clock icon appears next to reporting period. By simply providing the obligated/expended reporting information the icon will go away. Users that are authorized to provide that information, the reporting period will become a hyperlink. Clicking on the link will allow entry of the information for that period (Figure 4-22).

![Figure 4-22. Obligated/Expenditure Status](image)

For convenience, a check box is provided to automatically use the previous figures if the prior reported amounts are the same as current reported amounts (Figure 4-23)

![Figure 4-23. Obligated/Expenditure Update](image)
4.0 eLOCCS Screens

4.1.5 Miscellaneous

4.1.5.1 Maintain Email Addresses

A useful feature of eLOCCS is the ability to provide emails of LOCCS HUD changes that affect the funding of grants in a portfolio. These e-mails alert users when funding for the contract/grant has changed. The Business Partner maintains both the email distribution list and the LOCCS email that each user address will receive.

To update or maintain email addresses, users must be assigned the Secure Systems LOCCS role of ‘ADM - Administration’. With this role assigned, the eLOCCS menu options will display ‘Maintain Email Addresses’ and ‘Maintain Email Assignment’ hyperlinks on the eLOCCS main menu page.

Click on the ‘Maintain Email Addresses’ hyperlink to display an entry page with an upper and lower section (Figure 4-24). The upper section specifies the primary LOCCS email address for the Business Partner. This email address automatically receives all LOCCS email portfolio changes; no specific email assignment is necessary. For this reason, it is suggested that the primary email address be a generic email mailbox for the organization.

![Figure 4-24. Maintain Email Addresses](image)

To update the primary email address, click the ‘Update Primary’ button and enter the updated email information for the organization and select ‘Submit’ (Figure 4-25).
The bottom portion of the ‘Maintain Email Addresses’ page (Figure 4-24) provides an area for adding, deleting, and updating any number of additional email addresses for individuals in the organization (Figure 4-26 and Figure 4-27).

These additional email addresses will not automatically receive any email reports and therefore must be assigned a type of email by selecting the ‘Email Assignment’ option from the main menu (Section 4.1.5.2, “Maintain Email Assignments”). Select ‘Add Additional’ and enter the email information.
4.1.5.2 Maintain Email Assignments

The Maintain Email Assignments page allows an Admin user to assign additional email addresses other than the primary email address to specific emails generated by LOCCS. A user has two options for email assignment: (1) ‘By Addressee’ and (2) ‘By Type of Email’. In Figure 4-28 the email type ‘By Addressee’ has been chosen.

![Figure 4-28. Email by Addressee](image)

If selecting ‘By Type of Email’ (Figure 4-29), individual types of email will appear as a hyperlink. Clicking on a hyperlink will display a description of the email and provide a sample email. In the example in Figure 4-29, selecting the check box after the addressee’s name, the ‘Wire Payments’ and ‘Portfolio Action Summary’ email types will be assigned to the user.

![Figure 4-29. Email by Type](image)
4.2 Grant Based Programs

4.2.1 Payment Voucher Entry

The eLOCCS system supports a range of HUD programs allowing the grantees the ability to manage and perform payment voucher requests against their program portfolios. As mentioned, another type of HUD program is ‘Grant based’ in which disbursement processing is at the grant level. An example of this grant accounting transaction is illustrated through eLOCCS ‘Payment Voucher Entry’ request (Figure 4-30).

From the eLOCCS Main Menu page, select the ‘Payment Voucher Entry’ link to return the ‘Payment Voucher Selection’ page. Mark the checkbox next to the grant for draw and click Submit.

![Figure 4-30. Grant Payment Voucher Selection](image-url)
After this submittal, the ‘Payment Voucher Entry’ page is displayed to allow the grantee to indicate the requested funds. Note that the grantee only has one voucher line option at the grant level for requesting funds. In the example in Figure 4-31, $5000 is entered. Since the program is grant based, eLOCCS will disburse and report funds at this accounting level.

![Grant Voucher Entry](image)

**Figure 4-31. Grant Voucher Entry**
4.3 Shelter Plus Care (SPC) Program

4.3.1 SPC Components

‘Shelter Plus Care’ (SPC) is a Budget Line Item (BLI) based program area. SPC is unique in that the BLI based program is further grouped into three major program components:

- Sponsor-based Rental Assistance (SRA)
- Tenant-based Rental Assistance (TRA)
- Project-based Rental Assistance (PRA)

eLOCCS tracks each BLI component separately within that program area’s operating start date, term, and tenant information for an operating year. Since each component is tracked independently, eLOCCS requires a single voucher request at a time for each SRA, TRA or PRA budget line item. If the grantee requires a draw for more than one component on a given day, multiple voucher requests must be entered.

The normal eLOCCS voucher request is one grant per day. This is overridden for SPC, since its components are tracked separately.

For all three SPC components, eLOCCS captures unit and tenant information which is provided by the grantee during a draw. There are five types of unit and tenant categories for the grantee to select or update for a given draw period. If unit/tenant information has already been provided for the given component/period in a previous voucher, this information is not required to be submitted again by the grantee.

Descriptions and examples of the major SPC components are presented in sections that follow.

4.3.2 SPC Grant Portfolio

The ‘Grant Portfolio’ lists funding information of ‘All Grant’s by program area authorized for the user. The ‘Grant Portfolio’ page offers a budget snapshot of grant information with balance amounts including any new grants that have been assigned to the Portfolio within the past 30 days.

In addition to displaying grant information on the Grant Portfolio page, the SPC page displays a ‘Show Sponsor’ hyperlink that is unique to SPC program. The ‘Show Sponsor’ link will display all sub-grantee Sponsors linked to the grantee.

In the example below (Figure 4-32), clicking on the Shelter + Care ‘Show Sponsors’ link displays the names of the SPC sponsors. To ‘hide’ the sponsor names, click on ‘Hide Sponsors’.
SPC Sponsors are further described in *SPC Voucher Entry, Section 4.3.3.*

![SPC Grant Portfolio](image)

**Figure 4-32. SPC Grant Portfolio**

The names of Shelter + Care Business Partner Sponsors may be displayed (Figure 4-33).

![Displaying Names of Shelter Plus Care Sponsors](image)

**Figure 4-33. Displaying Names of Shelter Plus Care Sponsors**
4.3.3 Shelter Plus Care (SPC) Payment Voucher Entry

The ‘Payment Voucher Selection’ page allows grantees the ability to select and request all their vouchers at once. Depending on the user's program area authority, all available grants in all program areas in which the user has drawdown capability are displayed.

From the eLOCCS Main Menu, select the ‘Payment Voucher Entry’ hyperlink which will display a ‘Payment Voucher Selection’ page (Figure 4-34). Mark the desired check box next to the grant and click the ‘Submit’ button.

![Payment Voucher Selection](image)

Figure 4-34. SPC Payment Voucher Selection

The next page displayed will be the ‘SPC Component Selection’ page. One to multiple components may be listed, depending on the SPC grant. Due to the uniqueness of the SPC BLI Components, voucher draws are handled differently from other BLI programs in eLOCCS.

For SRA components, one or more sponsors will be associated with the SRA funding. To draw funds against the SRA Component, eLOCCS requires the grantee to enter a voucher period and to identify a sponsor.

For TRA and PRA components, voucher draws are handled in the same manner as SRA components except that TRA and PRA voucher draws require only a voucher period when requesting funds.
Note that only one SRA/TRA/PRA component is allowed per voucher request; however, ADMN funds can be drawn with any component or on a voucher by itself.

The following section includes two examples that illustrate voucher draws for an SRA component and TRA component after an SPC grant has been selected from the ‘Payment Voucher Selection’ page (Figure 4-).

4.3.3.1 Sponsor-based Rental Assistance (SRA) Component Selection

In Figure 4-35 which provides an SRA component selection example, the SRA and ADM BLIs have been selected, noted by the marked checkboxes.

Note the SRA component requires a Voucher Period and Sponsor whereas the ADM BLI does not.

![Figure 4-35. SRA Component Selection](image-url)
Once the component information has been entered, click ‘Submit’ and a ‘Unit and Tenant Information’ page will be returned (Figure 4-36).

Each SPC voucher requires Unit/Tenant data when performing a draw unless it has previously been provided for the same voucher period and sponsor.

For convenience, a check box is provided that will automatically duplicate the previous reported tenant information if the current information is the same.

![Figure 4-36. Voucher Selection: Unit and Tenant Information](image)

Once Unit and Tenant information has been provided, click the ‘Submit’ button to return the ‘Payment Voucher Entry’ page (Figure 4-37).
In the Payment Voucher example (Figure 4-), a voucher request of $2,500 has been entered to draw funds against **BLI 1000 SRA Rental Assistance** (in this case for the Sponsor selected) and $500 for **BLI 1060 Administrative**.

The eLOCCS system automatically totals the voucher as each Budget Line Item (BLI) amount is populated.

Click “Submit” to request the funds.

![Figure 4-37. SPC Payment Voucher Entry > SRA Component](image-url)
Figure 4-38 illustrates an SRA payment voucher request for $2500 that has been accepted and approved for payment.

This Payment Request was APPROVED...

A payment of $2,500.00 should be deposited in your account on Wednesday February 14, 2007. Please print this request, and retain for your records.
4.3.3.2 Tenant-based Rental Assistance (TRA) Component Selection

Figure 4-39 illustrates an example of a TRA component selection. A ‘Voucher Period’ is required information for a TRA component voucher request.

Figure 4-39. TRA Component Selection

To continue with the TRA voucher request, select ‘Submit’ which will bring up the ‘Payment Voucher Entry” page.

Enter voucher amounts on the returned “Payment Voucher Entry” page. Click on ‘Submit’ to request funds.

4.3.3.3 Project-based Rental Assistance (PRA) Component Selection

PRA voucher requests are handled the same way as TRA component requests. The ‘Voucher Period’ is required information for a PRA component voucher request.
4.4 Special Needs Assistance Program (SNAP)

The ‘Special Needs Assistance Program’ (SNAP) is a BLI based program area that has distinctive program rules when requesting a voucher. An initial draw against certain Budget Line Items will require entry of an operating start date for the grant. The operating start date is used to control when documents are due, to calculate the expiration date of the grant, and cash management threshold edits by eLOCCS.

The BLIs that trigger the entry of the operating start date are flagged with a yellow triangle icon. Requesting funds on any of the flagged BLIs will also require entry of the operating start date whose entry box is below the available BLIs for the grant. An operating start date is only provided once per grant. Once provided, subsequent draws will not have any BLIs flagged with a yellow triangle.

Figure 4-40 illustrates a SNAP grant being selected from the ‘Payment Voucher Selection page. Click on the ‘Submit’ button to return the ‘Payment Voucher Entry’ page.

![Figure 4-40. SNAP Payment Voucher Selection](image-url)
In Figure 4-41, the example of a payment voucher request is made against BLI 1050 Supportive Services and the operating start date is provided since funds are being requested against this BLI for the first time as noted by the **yellow triangle** icon next to the BLI number.

A Business Partner (grantee) can request funds against BLIs that do not have a yellow triangle. In this case, if an operating start date is mistakenly provided, eLOCCS will prompt the user that a date is not required for that particular BLI.
Figure 4-42 provides an example of an approved SNAP voucher payment request.

![Image of a voucher payment request form]

This Payment Request was APPROVED...

A payment of $1,000.00 should be deposited in your account on Friday February 09, 2007. Please print this request, and retain for your records.

Figure 4-42. SNAP Voucher Payment Request Approved
Figure 4-43 provides an example of an approved payment voucher request pending HUD personnel “Manual Review” as indicated by the statements at the bottom of the screen. The payment request will not be paid until the voucher request is reviewed and approved by the HUD Office.

Figure 4-43. SNAP Voucher Payment Request Requiring HUD Review
Figure 4-44 provides an example of a rejected payment voucher request describing the reason for the rejection.
4.5 Housing Green Retrofit Program (HGRP)

In support of the American Recovery and Reinvestment Act of 2009, the Housing Green Retrofit Program (HGRP) is available in LOCCS. The HGRP is similar to BLI based programs but with a minor difference. A Participating Administrative Entity (PAE) awarded an administrative contract will have properties assigned to their portfolio. When requesting a voucher, the PAE will have the option to draw directly against an ‘Administrative Draw’ or draw against a property within the portfolio. An Administrative Draw allows only the Admin BLI to be drawn directly at the PAE contract level. If a property is selected, a list of BLI accounts will be available for draw against the property.

The following voucher requests present two examples of each request type:

The first voucher request is for an ‘Administrative Draw only’. The Payment Voucher entry link from the eLOCCS main menu has been selected and will display the Payment Voucher Selection page as seen in (Figure 4-45).

Click in the box next to the HGRP grant and click on Submit.

![Figure 4-45. Payment Voucher Selection Form for ARRA](image)

eLOCCS will then return an Admin\Property Selection page where the PAE has the option to select an Administrative Draw only or a property if available as shown in the figure that follows. (Figure 4-46). Place a check mark next to the Admin Draw only and submit to retrieve the Payment Voucher Page (Figure 4-47). Enter the BLI drawdown amount and submit for voucher acceptance.
- For Administrative Travel draws (2.14B-GRP), select the [Administrative Draw Only] checkbox.
- For an Asset-Specific draw, select the checkbox next to the Property Number.
- Then click the Submit button.

Grant No: PAEXXXXXXXX

<table>
<thead>
<tr>
<th>Property No.</th>
<th>Property Name</th>
<th>City</th>
<th>State</th>
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<tbody>
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<td></td>
<td>Property Name</td>
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</tbody>
</table>

Figure 4-46. Administrative Draw Property Selection
(Figure 4-48) indicates the Payment Request was accepted and HUD review is required for program area “HGRP”.

Figure 4-47. Housing Green Retrofit Program Voucher Entry
The second voucher request example is a PAE draw against a property. From the Admin/Property Selection page, place a check mark in the box next to the desired HGRP property and submit (Figure 4-49).

Figure 4-49. Asset Specific Draw
A list of BLI account numbers will be displayed (Figure 4-50). Enter draw amount in the BLI drawdown amount fields and click “Submit” for voucher acceptance.
4.6 eLOCCS S235 and S236 IRP

The Section 235 and 236 Interest Reduction Program (IRP) is unique in that it provides Service Providers access to their portfolio and voucher drawdown requests through a batch submission. A link to a separate eLOCCS S235 and S236 IRP Getting Started Guide can be found:
https://www.hud.gov/sites/documents/ELOCCS_S235ANDS236_GUIDE.PDF

4.7 Section 8 Contract Administrator (S8CA)

Performance Based Contract Administrators (PBCA) are contracted by HUD to manage a portfolio of Housing Section 8 contracts. While vouchers are initiated through the Tenant Rental Assistance Certification System (TRACS) system to LOCCS, eLOCCS provides individual contract and portfolio view of information to the PBCA. Due to the unique requirements of this program, there is a separate Section 8 Getting Started Guide. A link to this guide can be found:
https://www.hud.gov/sites/documents/LOCCSGUIDE.PDF
5.0 QUICK REFERENCE
5.0 QUICK REFERENCE

5.1 Troubleshooting Tips

Multiple components and systems support eLOCCS access; therefore, the nature of the particular problem will determine the contact person. The most frequent problem encountered by users is difficulty accessing eLOCCS. This is due to the Secure Systems Coordinator’s improper setup of access in Secure Systems. Once access has been established in eLOCCS through Secure Systems, users report very few problems with navigating and using eLOCCS. Listed below are some eLOCCS troubleshooting tips, common problems, and resolutions.

➢ Contact the REAC Technical Assistance Center at 1-(888) 245-4860 for the following questions or issues.

1) I have registered for a Secure Systems Coordinator ID and have not received it.
   Ask them to confirm your registration, your organizations address and status of your Secure Systems ID.

2) I mistakenly registered to be a regular user instead of a Coordinator.
   Contact the REAC Technical Assistance Center on how to resolve this and upgrade your access to be a coordinator.

3) I may have registered for a Secure Systems ID in the past, but I’m not sure.
   The REAC Technical Assistance Center will be able to research that.

4) I don’t know who the Secure Systems Coordinators are for my organization.
   The REAC Technical Assistance Center will be able to help you with that.

➢ Contact your organizations Approving Official (Secure Systems Coordinator) for the following questions or issues.

1) I have registered for a Secure Systems User ID and have not received it.
   Ask your Coordinator to retrieve your User ID and establish the eLOCCS link/roles. If you do not know your System Coordinator, contact REAC Technical Assistance Center.

2) I am a Secure Systems User and do not see the eLOCCS link after I sign in.
   The Coordinator has not assigned the LOCCS – Query and ADM Roles. Contact your Coordinator to assign these roles. Refer them to the LOCCS Registration Guide Appendix A if necessary.

3) I click on a program area in eLOCCS, and the main menu is blank.
   Verify with your Approving Official (Secure Systems Coordinator) that LOCCS – Query and Administration roles are assigned. Refer them to the LOCCS Registration Guide Appendix A if necessary.
4) **I do not have any email options displayed on my LOCCS menu.**
   You were not assigned the LOCCS – Administration role by your Approving Official (Secure Systems Coordinator). Have your Approving Official add this role to you.

5) **I do not see a particular program area on the Authorizations page, but it shows up on the Grant Portfolio page.**
   To have drawdown program access, add the program area access to the HUD-27054e (see URL Links Section 5.2) LOCCS Access Authorization form and forward to your local Field Office for review. The Field Office will forward the form to LOCCS Security Office for processing.

6) **I have not signed into eLOCCS in a long time will I still be able to get in?**
   The three questions and pin you’ve set up will be stored and allow the user to automatically re-enable the user’s sign-on and ID if they don’t access eLOCCS for 90 days or more.

7) **I can’t sign into eLOCCS. I forgot my security questions and PIN.**
   If you can’t enter the correct security questions and you don’t provide OCFO security with a correct PIN, you will have to submit a new 27054e for reinstatement and forward to the HUD program officer assigned to your organization. The 1st time you access eLOCCS, you will be prompted to enter new Security Questions/PIN. If the user is an Approving Official, they are required to contact their HUD Program Officer for guidance.

   If you don’t sign in after 3 months of inactivity, your eLOCCS user is “terminated.” you will have to submit a new 27054e for reinstatement. Being terminated in eLOCCS is different than being terminated in Secure Systems. In terminated in Secure Systems after 90 days of inactivity, the user will call the REAC Help Desk at 1-888-245-4860. Secure Systems provides a notification banner as a reminder when to login to the system to avoid termination.

   ➢ **If you are a Secure Systems Coordinator:**
   And need help in either retrieving a User ID to assign LOCCS roles, or actually assigning those roles, refer to the LOCCS Registration Guide Appendix A.

   1) **I’m a Coordinator and I do not see the LOCCS roles to assign to my users.**
   You (a Coordinator) have not assigned the LOCCS system COR action to yourself. Without LOCCS system action being assigned, you will not see the LOCCS roles to assign to users on the Maintain User Information page.
Anything Else?

1) My Organization address is incorrect in eLOCCS.
   To change your organization address, send a revised SF-1199A to your program office, who will in turn forward it to Fort Worth Accounting. LOCCS is a payment system, where a payment can be made by check and treats the name and address of your organization as if it were banking/payment information, which requires an SF-1199A

2) When I attempt to drawdown from the Payment Voucher Entry hyperlink, I get a grant information page with budget related tabs.
   You either selected a grant from the Grant portfolio hyperlink or after selecting the Payment Voucher Entry hyperlink from the main menu you clicked on the grant link instead of placing a checkmark in the box beside the grant number. The only way a drawdown can be completed is through accessing the Payment Voucher Entry hyperlink from the eLOCCS main menu, mark the check box next to the grant number and submit.

3) Changing an Approving Official.

All other issues most likely will be related to eLOCCS. Inquiries should be referred to the officer HUD program officer that is assigned to your organization for eLOCCS.

The following table lists some other useful Help Desk contact numbers.

<table>
<thead>
<tr>
<th>Help Desk</th>
<th>System</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIH REAC Technical Assistance</td>
<td>Secure Systems</td>
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<td>TRACS</td>
<td>TRACS</td>
<td>800-767-7588</td>
</tr>
<tr>
<td>OCFO Security</td>
<td>LOCCS</td>
<td>877-705-7504</td>
</tr>
</tbody>
</table>
5.2 LOCCS URL Quick References

ALL reference links can be found on the eLOCCS Quick Reference Guide.