

# eLOCCS Getting Started Guide

Line of Credit Control System (LOCCS)

U.S. Department of Housing and Urban Development

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## TABLE OF CONTENTS

		Page #
1.0	INTRODUCTION	1-1
1.1	Hours of Operation	1-1
1.2	Purpose of Guide	1-1
2.0	REGISTRATION COMPONENTS	2-1
2.0		
2.1	Registration Overview	<i>2</i> -1
3.0	SIGNING ON TO ELOCCS	3 <b>-</b> 1
3.1	What You Need <u>Before</u> Signing On	
3.2	eLOCCS Log In	
3	.2.1 eLOCCS Access	3-1
3	.2.2 eLOCCS Security	3-7
3	.2.3 Program Authorization	3-11
4.0	eLOCCS SCREENS	4-1
4.1	Core eLOCCS Screens	4-1
4	.1.1 User Profile	4-2
	4.1.1.1 Edit Email	4-3
	4.1.1.2 Security Questions	4-3
4	.1.2 Navigation Trail Hyperlinks	4-4
4	.1.3 Queries	4-5
	4.1.3.1 Grant Portfolio	4-5
	4.1.3.2 Program Portfolio	4-9
	4.1.3.3 Program Specific Information	4-10
	4.1.3.4 Wire Payments/Check Payments	
	4.1.3.5 Wire Payments Detail	
4	.1.4 Updates	
	4.1.4.1 Payment voucher Entry	
	4.1.4.2 Cancel a voucher	
4	4.1.4.5 Obligated/Expenditure (Programs)	
4	4.1.5.1 Maintain Emoil Addresses	
	4.1.5.1 Maintain Email Assignments	
12	Creat Decad Dragrams	
<b>4.</b> 2	.2.1 Payment Voucher Entry	
4.3	Shelter Plus Care (SPC) Program	
4	.3.1 SPC Components	
4	.3.2 SPC Grant Portfolio	
4	.3.3 Shelter Plus Care (SPC) Payment Voucher Entry	
	4.3.3.1 Sponsor-based Rental Assistance (SRA) Component Selection	
	4.3.3.2 Tenant-based Rental Assistance (TRA) Component Selection	4-30
	4.3.3.3 Project-based Rental Assistance (PRA) Component Selection	4-30
4.4	Special Needs Assistance Program (SNAP)	4-31
4.5	Housing Green Retrofit Program (HGRP)	
4.6	eLOCCS S235 and S236 IRP	

4.7	Section 8 Contract Administrator (S8CA)
5.0	QUICK REFERENCE
5.1	Troubleshooting Tips5-1
5.2	LOCCS URL Quick References5-4

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 the majority of 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 to eLOCCS and directs you to specific documents with detail instructions on how to complete those registration components.

## 2.0 REGISTRATION COMPONENTS

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## 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 registers 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, as long as 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 <u>sensitive financial nature</u>. 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 <u>and eLOCCS</u>. 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 <u>you must</u> 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 <u>personal/individual email addresses</u>. 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 <u>Before</u> 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.

## $\checkmark$

#### 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.

Subject: eLOCCS Access Granted	
Dear Mr/Mrs/Ms: #{full_name}	
#{request_text} (HUD-27054E) has been processed.	
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	
These 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 <u>NOT</u> see the 'Line of Credit Control System (eLOCCS)' link in the main menu: You do not have LOCCS roles assigned to your Secure Systems ID.	
<ul> <li>Request that your Coordinator retrieve your user ID in Secure Systems <u>and</u> assign the 'QRY' and 'ADM' LOCCS roles to your ID</li> <li>Have your Coordinator refer to the eLOCCS Registration Guide (page 22). You can click <u>here</u> for more details or send to your Coordinator.</li> <li>If you do not know your System Coordinator, contact REAC Technical Assistance Center at 1-(888) 245-4860</li> </ul>	
Please be reminded that it is prohibited to let another individual use your Secure System credentials to access eLOCCS functionality. Any user dis eLOCCS access permanently terminated.	covered sharing access may have his or her
If you have any questions, please call your local Program Office.	

Figure 3–1. eLOCCS Access Email

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

http://portal.hud.gov/hudportal/HUD?src=/program\_offices/public\_indian\_housing/reac/online

U.S. Department of Housing and Urban Dev	relopment	About Us	What We Do	Search	Q
PIH Home About PIH Public Housing H	ousing Choice Vouchers Indian Housin	g Real Estate Assessment Center	More		
Home / REAC					
System Login	PIH-REAC ONLINE S	SYSTEMS			
Existing users Login here			2	1	
Forgot Password? Password Reset Note: Password reset will require you to provide exact information from your original registration			2		
Helpful Tools				1-10	
Technical Assistance Center (TAC)					
Online Registration			~	1	
Online Systems Directory	20			1	

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.

	User Login faq   help   search   home	
Secure Systems Single Sign On	User ID Password	
	Forgot your password? Click the link to reset your password and for other useful informatio	n.

Figure 3–3. Secure Systems Login page

- D. Enter your Secure Systems User ID and Password (usually an 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 faq   help   search   home   logout
Secure Systems	
	RULES OF BEHAVIOR FOR HUD SYSTEMS
	The U.S. Department of Housing and Urban Development has granted access to you to utilize the Department's automated information resources. However, as a condition of receiving this access, you are required to be aware of the Department's system security policies and to abide by these policies. Security policy emphasizes awareness practices for the purpose of safeguarding the Department's valuable information resources.
	The system user identification (USERID) and password issued to you are your means to access these resources. They are to be used solely in connection with the performance of your responsibilities as set forth in your job description, contract or agreement(s) with the Department. Use by anyone other than yourself is expressly prohibited. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on to HUD systems so that another person may access or operate the workstation in your absence or on your behalf. Actions of this type constitute a breach of system security and will result in immediate termination of your assigned USERID/password from the system. In addition, you agree to:
	(a) Log-off the system when leaving the system/workstation area;
	(b) Refrain from leaving written passwords in the workstation area;
	(c) Avoid creating a personal password that can be easily associated with you;
	(d) Avoid posting printouts of sensitive output data on bulletin boards;
	(e) Avoid leaving system output reports unattended or unsecured;
	(f) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;
	(g) Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;
	(h) Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;
	(i) Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;
	(j) Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices.
	(k) Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation, or by contacting the HITS Help Desk to dispose of electronic/optical media.
	<ol> <li>Avoid saving sensitive HUD information on the local drive of a laptop, personally owned computer, or other mobile or portable technology ("flash drives", removable/external hard drives, etc.).</li> </ol>
	(m) If sensitive data must be stored on any type of HUD-approved mobile/portable technology (laptops, removable hard drives, "flash drives", etc.), ensure that it is protected via encryption.
	(n) Individuals who telework or remotely access HUD information should do so only through approved remote access solutions (such as hudmobile.hud.gov), and should safeguard all sensitive information accessed in this manner.
	<b><u>CERTIFICATION</u></b> : I have read the above statement of policy regarding system security awareness and practices when accessing HUD's information resources. I understand the Department's policies as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the Department's computer resources.
	Accept Logout
	Content updated January 6, 2018

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.



Figure 3–5. Secure Systems – Legal Warning

G. The Secure Systems 'Main Menu' screen will display.



#### 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.

US.Dept. of Hensing and Urban Development	Line of Credit Control System (eLOCCS)	
Secure Systems	Your eLOCCS session has timed out. You will need to enter again.	
	Secure Systems	

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.

hud	No Secure Systems Roles
Your Secure Systems ID	does not have the 'QRY' and 'ADM' LOCCS roles assigned to it.
<ul> <li>Request that your Coord</li> <li>If you do not know your</li> </ul>	nator retrieve your user ID in Secure Systems <u>and</u> assign the <b>'QRY'</b> and <b>'ADM'</b> LOCCS roles to your ID. System Coordinator, contact the REAC Technical Assistance Center.
Your Coordinator will:	
<ul> <li>✓ Go to the Secure System</li> <li>✓ From the User Maintenan</li> <li>✓ From the User Profile pan</li> <li>✓ Under the LOCCS system</li> </ul>	s Main Menu and select <b><user maintenance=""></user></b> ice Screen, they will search on your user ID or your name. ge, they will select 'Maintain User Profile - Roles' i, mark the 'QRY' and 'ADM' check boxes.
Have your Coordinator refer to	the eLOCCS Registration Guide (Page 20). You can click here for more details.
	Return to Secure Systems

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.

T hud	No eLOCCS Access
You do not have eLOCCS Access b	ecause you either:
<ol> <li>Did not submit a HUD-27054</li> <li>It has not yet been processed</li> </ol>	E form for access or by OCFO Security.
eLOCCS access is granted through a Access the HUD-27054E <u>here</u> and;	a HUD-27054E and is separate from the Secure Systems Registration.
<ul> <li>Fill out the form</li> <li>Have your Approving Officia</li> <li>Have the form notarized</li> <li>Send to your local HUD Officia</li> </ul>	l sign the form ce for their approval/signature
<ul> <li>The HUD Office will then for</li> <li>Once entered by OCFO Security</li> </ul>	award to OCFO Security and the one of the security will receive an email that access has been granted/processed
Refer to the eLOCCS Registration G	Juide (Component 4) <u>here</u> for more details.
	Return to Secure Systems

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.

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.

		eLOCCS Sect	urity Questions	
HUD II in the I Should of 3 pr LOCCS eLOCCS	T pol near l you re-se S rec S rec S rec You The	licy requires all systems (including eLOCCS) to disable access in future where your Secure Systems ID will have its eLOCCS acc r Secure Systems eLOCCS access be disabled, you will have the elected personal security questions. If you are not able to ansurity where you will be asked for your personal 5 digit PIN numi quires the below 5 digit PIN and 3 Security questions/answers t e entered, you can review or change your PIN and/or questions may choose to provide a question/answer pair of your own by [Continue] button will be enabled only after a 5 digit PIN and	the user has not signed in for over 90 days. eLOCCS will be enforcing the ss suspended after 90 days of eLOCCS inactivity. opportunity to automatically re-enable your eLOCCS access by answering wer any of the security questions correctly, you will be instructed to be re-enabled. o be on file for all users. /answers any time from the [Your Profile] link. selecting the last question (with the 🖾 icon). Il 3 questions/answers have been entered.	is policy ing 1 i call
		S-digit PIN: bb	Vour Answors	
1)	L)	Mother's Maiden Name	smith	
2	2)	Street you grew up on	smith	
3]	3)	☑ brians last name	smith	
		Cor Click on the checkbox Favorite Flower Father's Middle Name Favorite Sports Team Favorite Vacation Spot	tinue to select the question.	
		Favorite Hobby		

Figure 3–10. eLOCCS Security Questions page

- C. Select the **<Continue**> button
- D. The eLOCCS Security Questions update page will display

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.

hud		eLOCCS Account Suspended
		** HUD IT policy requires eLOCCS to suspend access if the user has not signed in for over 90 days **
	Our reco Your eLC	rds show your last sign-in to eLOCCS was on <mark>06-01-2017</mark> which was <mark>225 days</mark> ago. DCCS access has been suspended, but you can unsuspend your account by answering 1 of your 3 Security Questions.
		1. Mother's maiden name?     Submit     Secure Systems       Answers are not case sensitive.
		2. ****** ** ***** ********************
		3, ***** ** ********* ** ******** *** **

Figure 3–12.	eLOCCS Account	Suspend page-	Answer first	question to
unsuspend ac	count			

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

hud	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 222 days ago.	. 6
	Your eLOCCS access has been suspended, but you can unsuspend your account by answering 1 of your 3 Security Questions.	
	Your answer did not match - try question 2.	
	X 1. **** * **** ***********************	
	2. What was the first name of your favorite childhood friend?	
	3. ***** ** ***************************	

## Figure 3–13. eLOCCS Account Suspend page– Answer next question to unsuspend account

If the 'Secure Systems' button is clicked instead of the 'Submit' button, the Secure Systems menu will display. If you return to eLOCCS again, you will be prompted for the next security question you didn't answer yet. eLOCCS keeps track of the security question "strikes", which ones you have missed, and it will not ask you the same question again.

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.

ud		eLOCCS Sec	curity Questions
$\overline{\langle}$	You have and chang	recently missed correctly answering some (or all) of your Se le if necessary.	ccurity Questions. Please review your current Security Questions and Answers
	• Onc	e entered, you can review or change your PIN and/or question	ons/answers any time from the [Your Profile] link.
		5-aigit Numer	
		Your Questions	Your Answers (maximum 20 characters)
	1)	✓ What is your oldest siblings middle name?	FROG
	2)	☑ Where do you plan on retiring?	FROG
	3)	$\checkmark$ What is the name of the street you grew up on?	FROG
		Submit Co	ntinue (no changes)
		Click on the checkbox	x to select the question.
		What was the make and model of you	ur 1st car?
		What was the name of your elementa	ary school?
		What city/town did you meet your sp	ouse/significant other?
		In what city/town was your 1st job?	
		What was the first name of your favo	rite childhood friend?
		What was your 1st pet's name?	
		Where was your favorite place to visit	t as a child?
		First and last name of your favorite A	ctor or Musician?
		🔲 What place do you dream of visiting o	one day?
		What is your favorite meal?	
		The first name of your spouse/signific	ant others father?
		🔲 🗾 Enter your own question.	

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 reactivate your account.

hud	eLOCCS Account Suspended
	<ul> <li>You have failed to provide a matching answer to any of your 3 security questions.</li> <li>To reactivate your account please contact OCFO Security at 1-877-705-7504 or 202-708-0764.</li> <li>Be prepared to provide your 5-digit security PIN number.</li> </ul>
	Secure Systems

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.

If you don't provide OCFO security with a correct PIN, <u>you will have to submit a new 27054e for</u> <u>reinstatement</u>, and the 1<sup>st</sup> 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." <u>you will have</u> 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.



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.

*	Line of C	redit Control System LOCCS Authorizations	(eLOCCS)
U.S. Dept. of Housing and Urban Development	LOCCS authorizations are Office, and/or for S8 Contra Business Partner you are re options.	based upon an approved HUD-27054 on fil act Administrators, contract assignments in s epresenting, select a program area link for a	e in the LOCCS Security Secure Systems. Under the an appropriate set of menu
Secure Systems	Program Area	Program Area Name	Authorization
	(HA Name 1)	Org ID: XXXXX Tax ID: XX-XXXXXXX	
About LOCCS	CFP	Capital Fund Program	Drawdown
FAQ	CIAP	Comprehensive Improvemnt Assistance	Drawdown
	OFND	Operating Fund	Drawdown
	ROSS	Resident Opport & Self Sufficiency	Drawdown
	(HA Name 2)	Org ID: XXXXXTax ID: XX-XXXXXXX	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	CFP	Capital Fund Program	Drawdown
Sand LOCOS your	CIAP	Comprehensive Improvemnt Assistance	Drawdown
questions and comments	OFND	Operating Fund	Drawdown
	VRP	Vacancy Reduction Program	Drawdown

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 Authorizations page.



Figure 4-1. eLOCCS Main Menu

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.

<u>User Profile</u> – 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.

<u>Authorizations</u> – Returns to the LOCCS Authorizations screen.

<u>Mailbox</u> – 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.

		HUD-27054E L	OCCS Security	
User:	Doe, John		Approving Official:	Doe, John
Phone: Email:	VOLUNTEERS OF AMERICA 933 GOSS AVENUE LOUISVILLE, KY 40217-0000		Phone:	VOA KENTUCKY-PRES/CEO 570 S FOURTHS ST-STE 100 LOUISVILLE, KY 40202-2048 (502) 636-4649 Ext:
Effe	tive Date: 1990-11-10	Last access Dat	te: 2017-05-03	Last Certified Date: 2017-02-27
	HUD-2	7054E Program	n Area Authorizatio	ons
VOA-KENTU	CKY			
SNAP	Special Needs Assistance			Drawdown
VOA-TENNES	SEE			
SNAP	Special Needs Assistance			Drawdown
	Secur	e Svetems I O(	CCS Assigned Role	26
ADM	Administrator	e bystems LOO	CCS Assigned Rold	55
	Querv			

Figure 4-2. eLOCCS User Profile

#### 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.

		Your	Profile	
		HUD-27054E L	OCCS Security	
User:	Doe, John		Approving Official:	Doe, John
	VOLUNTEERS OF AMERICA 933 GOSS AVENUE LOUISVILLE, KY 40217-0000			VOA KENTUCKY-PRES/CEO 570 S FOURTHS ST-STE 100 LOUISVILLE, KY 40202-2048
Phone:	(502) 636-0771 Ext:		Phone	(502) 636.4649 Ext:
Email:		]		
Effe	ctive Date: 1990-11-10	Last access Da	te: 2017-05-10	Last Certified Date: 2017-02-27
	HUD-2	7054E Program	Area Authorization	ns
OA-KENTUC	KY .			
SNAP	Special Needs Assistance			Drawdown
OA-TENNES	SEE			
SNAP	Special Needs Assistance			Drawdown
	Secu	re Systems LO	CCS Assigned Role	S
ADM QRY	Administrator Query			
		Submit	Cancel	

Figure 4-3. eLOCCS User Profile Edit Email

The user must provide a **personal email address**, and not a corporate email address. For example, <u>john.doe@safehomes.org</u> or <u>johndoe@gmail.com</u> are acceptable. However, <u>info@safehomes.org</u> 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.

			John D	loe		
			Security	Ouestions		
e 井 Security Questior	ns			<b>,</b>		
	IT po future	licy requires all systems (includi e where your Secure Systems ID	ing eLOCCS) to disable access if the will have its eLOCCS access suspend	user has not signed in for over 90 o ed after 90 days of eLOCCS inactivity	days. eLOCCS will be enforcing this po /.	licy in the
Shoul select you w	ld you ted pe vill be	r Secure Systems eLOCCS access pronal security questions. If you asked for your personal 5 digit F	s be disabled, you will have the oppo u are not able to answer any of the PIN number to be re-enabled.	ortunity to automatically re-enable y security questions correctly, you wi	our eLOCCS access by answering 1 of Il be instructed to call OCFO Security	3 pre- where
			5-digit numeric F	PIN: 66666		
		Your Qu	estions	Your	Answers	
	1)	🗹 Mother's Maiden Name		smith		
	2)	Favorite Flower		ROSE		
	3)	☑ Father's Middle Name		smith		
	[		Submit	Cancel		<u>I</u>
			Click on the checkbox	to select the question.		
			Favorite Sports Team			
			Favorite Vacation Spot			
			Street you grew up on			
			High School you graduated from			
			Favorite Hobby			
			🔲 🖼 Enter your own question.			

Figure 4-4. eLOCCS User Profile Security Question Update

#### 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.

hud			(HA N Portf	lame) Tolio		<u>Menu Au</u> Log Off Bot
enu -> Por All Grants	rtfolio	P				
₩ <sup>en</sup> New	/ Grant				Show Zer	o Balance Grants
Prog Ar	iram ea	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
Capital I	Fund Prog	gram				
CFP	XX43P00	0501-00	1,493,022.00	1,282,924.45	0.00	210,097.55
CFP	XX43P00	0501-01	1,523,514.00	94,739.97	0.00	1,428,774.03
CFP	XX43P00	0501-02	1,490,800.00	45,000.00	0.00	1,445,800.00
		CFP Subtotal:	\$4,507,336.00	\$1,422,664.42	00.08	\$3,084,671.58
Drug Eli	mination	Grant Program				
DRUG	XX43DEF	0000101	252,325.00	127,412.68	0.00	124,912.32
		DRUG Subtotal:	\$252,325.00	\$127,412.68	00.08	\$124,912.32
Operatin	ıg Fund					
OFND	XX000-00	1-03S New	1,687,703.00	952,940.00	0.00	734,763.00
		OFND Subtotal:	\$1,687,703.00	\$952,940.00	\$0.00	\$734,763.00
Residen	t Opport	& Self Sufficiency				
ROSS	XX99RSF	DOOP0161	75,000.00	44,246.30	0.00	30,753.70
		ROSS Subtotal:	\$75,000.00	\$44,246.30	\$0.00	\$30,753.70
Youth B	uild					
YB	XX1 IMXXE	183	375,424.00	11,194.22	0.00	364,229.78
		YB Subtotal:	\$375,424.00	\$11,194.22	0.00	\$364,229.78
Portfolio T	otals:	Grants: 7	\$6,897,788.00	\$2,558,457.62	\$0.00	\$4,339,330.38

#### 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.

hud	CLINION HOUSING AUTHORT Award Information	Y			<u>Meni</u> Log C
Menu → Portfolio → Award Information ward: MA01P021501-20 (CFP) Capital Fund I General Budget Vouchers ObJ/Exp	Program				
Contractual Organization	UEI Organization	Award Da	ates	HUD Funding	
-	UEI: HF4Z WNN6 WDL9 DUNS: 961519576 Renewal Date: 12-08-2021	LOCCS Created:	04-06-2020	Obligated:	218,023.00
Tax ID: 04-6004676	Tax ID: Matches contractual ers.	POP Start:	03-26-2020	Contracted:	218,023.00
CUNTON HOUSING AUTHORITY	CUNTON HOLES CONTROLLES C	POP End:	03-25-2026	LOCCS Authorize	ed
58 FITCH RD	58 FITCH RD	Closeout:		Authorized:	218,023.00
CLINTON, MA 01510-1816	CLINTON, MA 01510-1816	Other Dates/E	Elements	Disbursed:	0.00
Payee Organization:		Obligation Start:	03-26-2020	In process:	0.00
- same as contractual-	Region: 01 - NEW ENGLAND	Obligation End:	03-25-2024	Balance:	218,023.00
	Office: 01 - MASSACHUSETTS ST OFC	Disbursement End:	03-25-2026		
		Pre-Audit:			
		Post-Audit:			
ward Status:					
Late <u>Obligated/Expenditure</u> information! Draw	wdowns suspended!!				

Figure 4-7. Grant (Portfolio) Information

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.

hud			(HA Nam Grant Inforn	e) nation		<u>Menu A</u> Log Off Bo
<u>enu → Po</u> ant: XX4 General	13P000 Bu	<ul> <li>Grant Information</li> <li>501-00 (CFP) Capital Fund Progratidget</li> <li>Vouchers Obl/Exp</li> </ul>	JM			
Status	Line Item	Name	Authorized 🕻	Disbursed 보	Process	Balance
	1406	Operations	25,000.00	25,000.00	0.00	0.00
	1408	Management Improvement	70,000.00	39,649.80	0.00	30,350.20
	1410	Adminstration	102,000.00	102,000.00	0.00	0.00
	1430	Fees & Costs	60,000.00	47,663.26	0.00	12,336.74
	1450	Site Improvement	225,682.00	165,033.00	0.00	60,649.00
	1460	Dwelling Structures	987,612.00	812,110.10	0.00	175,501.90
	1465	Dwelling Equipment	5,728.00	0.00	0.00	5,728.00
	1475	Non-Dwelling Equipment	7,000.00	3,342.00	0.00	3,658.00
	1495	Relocation Costs	10,000.00	9,559.29	0.00	440.71
	1502	Contingency	0.00	0.00	0.00	0.00
		Totals	1,493,022.00	1,204,357.45	0.00	288,664.55
		Actual	Available Balan	ce (Less Undis	bursable BLIs)	

Figure 4-8. Budget Tab by BLI

hud	220			(HA Nan	ıe)		<u>Menu</u> <u>A</u>
eLOCCS				Grant Inforr	Log Off Bo		
lenu 🔶 <u>F</u>	ortfolic	👄 Grant Information					
ant: xx	43P00	00501-00 (CFP) Capital Fund	Program				
General		Budget Vouchers C	bl/Exp				
Statue	Line	Namo		Authorizod	(Distance of the	Payments in	Balanco
Status	Item	Hame		Autonzeu	pispursed 🔺	Process	Datatice
	1406	Operations		25,000.00	25,000.00	00.0	00.0
		03/01/2001 Voucher 092-005165			25,000.00		
	4400	Management Improvement		70 000 00	20 6 40 90	0.00	20 250 20
	1400	11/14/2000 Voucher 092 000707		/0,000,00	39,049,00	000	30,330.20
		05/24/2002 Voucher 002 052020			25 200 00		
		06/12/2002 Voucher 002 055767			565.90		
		00/13/2002 Voutilei 092-055/07			505.80		
	1410	Adminstration		102.000.00	102.000.00	00.0	0.00
	1410	06/13/2002 Voucher 092-055767		102,000,00	102.000.00	0.00	0.00
					102,000.00		
	1430	Fees & Costs		00.000.03	47,663.26	00.0	12,336.74
		03/21/2001 Voucher 092-006458			7,070.00		
		06/13/2002 Voucher 092-055767			40,593.26		
	1450	Site Improvement		225,682.00	165,033.00	00.0	60,649.00
		05/01/2002 Voucher 092-049801			7,000.00		
		07/02/2002 Voucher 092-058673			117,873.00		
		08/07/2002 Voucher 092-063780			6,665.00		
		09/03/2002 Voucher 092-067376			28,670.00		
		10/28/2002 Voucher 092-076824			4,825.00		
	1460	Dwelling Structures		987,612.00	812,110.10	00.0	175,501.90
		12/07/2001 Voucher 092-030871			37,050.00		
		12/28/2001 Voucher 092-033479			35,725.00		
		01/28/2002 Voucher 092-036823			36,370.00		
		03/06/2002 Voucher <u>092-041902</u>			39,596.20		
		04/04/2002 Voucher 092-043922			73,946.90		
		05/01/2002 Voucher 092-049801			54,410.00		
		05/24/2002 Voucher 092-052920			88,560.00		
		U7/U2/2002 Voucher 092-058673			133,917.00		
		U8/U7/2002 Voucher 092-063780			77,217.00		
		09/03/2002 Voucher <u>092-067376</u>			53,060.00		
		10/04/2002 Voucher 092-073229			101,478.00		
		10/28/2002 Voucher 092-076824			80,780.00		
	4405	Dura Hina Carriana ant		5 7 29 00	0.00	0.00	5 7 29 00
	1403	Dwening Equipment		5,/28.00	0.00	000	5,728.00
	1475	Non-Dwelling Fauinment		7,000,00	3.342.00	00.0	3.658.00
	1115	06/13/2002 Voucher 092-055767		. ,000,00	3.342.00	0.00	2,020,000
					_,		
	1495	Relocation Costs		10,000.00	9,559.29	00.0	440.71
		06/13/2002 Voucher 092-055767			9,559.29		
	1502	Contingency		00.0	0.00	00.0	00.0
			Totals	1,493,022.00	1,204,357.45	0.00	288,664.55

Figure 4-9. Budget Tab with BLI/Voucher Detail

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 🗐.

(HA Name)     Menu       Crant Information     Log Off E										
General     Budget     Vouchers     Obl/Exp										
	🖌 Р	aid								
		Voucher No	Status	Entered	Amount 🛃	Schedule No	Est Deposit Date			
	1	092-076824	<ul> <li></li> </ul>	10-28-2002 by e. User	85,605.00	LH9334	10/30/2002			
	2	092-073229	× .	10-04-2002 by e. User	101,478.00	LH9281	10/08/2002			
	3	092-067376	×	09-03-2002 by e. User	81,730.00	LH9183	09/05/2002			
	4	092-063780	× .	08-07-2002 by e. User	83,882.00	LH9108	08/09/2002			
	5	092-058673	×	07-02-2002 by e. User	251,790.00	LH9018	07/05/2002			
	6	092-055767	1	06-13-2002 by e. User	156,060.35	LH8962	06/17/2002			
	7	092-052920	1	05-24-2002 by e. User	123,760.00	LH8910	05/29/2002			
	8	092-049801	1	05-01-2002 by e. User	61,410.00	LH8851	05/03/2002			
	9	092-045922	1	04-04-2002 by e. User	73,946.90	LH8773	04/08/2002			
	10	092-041902	1	03-06-2002 by e. User	39,596.20	LH8687	03/08/2002			
	11	092-036823	1	01-28-2002 by e. User	36,370.00	LH8578	01/30/2002			
	12	092-033479	1	12-28-2001 by e. User	35,725.00	LH8521	01/02/2002			
	13	092-030871	1	12-07-2001 by e. User	37,050.00	LH8468	12/11/2001			
	14	092-006458	1	03-21-2001 by e. User	7,070.00	LH7734	03/23/2001			
	15	092-005165	×	03-01-2001 by e. User	25,000.00	LH7683	03/05/2001			
	16	092-000707	1	11-14-2000 by e. User	3,884.00	LH7378	11/16/2000			

#### 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).

Manu → Portfolio → Grant Information           Grant: XX43P000501-00         (CFP) Capital Fund Program           General         Budget         Vouchers         Obl/Exp           Obligation Start:         10-01-2000         > Obligation End:         09-30-2002           Reporting Period         Reported On         Reported By         LOCCS Authorized         Cumulative Obligated         LOCCS Disbursed         Cumulative Expended           09-30-2000         10-31-2000         eLOCCS User         1,493,022.00         3,884.00         0%         0.00         3,884.00         0           12-31-2000         02-20-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         36,042.00         100           06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         71,317.00         198           09-30-2001         10-30-2001         eLOCCS User         1,493,022.00         1,305,364.00         87%         35,954.00         71,317.00         198           09-30-2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         255           03-31-2002         05-07-2002		(HA Name)MenuAuthCloccsGrant InformationLog OffBotton									
Grant: XX43P000501-00         (CFP) Capital Fund Program           General         Budget         Vouchers         Obl/Exp           Obligation Start:         10-01-2000         >Obligation End:         09-30-2002           Reporting Period         Reported On         Reported By         LOCCS Authorized         Cumulative Obligated         LOCCS Disbursed         Cumulative Expended           09-30-2000         10-31-2000         eLOCCS User         1,493,022.00         3,884.00         0%         3,884.00         0           12-31-2000         02-20-2001         eLOCCS User         1,493,022.00         89,560.00         5%         33,954.00         36,042.00         100           06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         89,560.00         5%         33,954.00         71,317.00         198           09-30-2001         10-30-2001         eLOCCS User         1,493,022.00         1,493,022.00         100%         102,748.00         265           12-31-2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         205           03-31-2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108	M	<u>Menu</u> → <u>Portfolio</u> → Grant Information									
General         Budget         Vouchers         Obl/Exp           Obligation Start:         10-01-2000         > Obligation End:         09-30-2002           Reporting Period         Reported On         Reported By         LOCCS Authorized         Cumulative Obligated         LOCCS Disbursed         Cumulative Expended           09-30-2000         10-31-2000         eLOCCS User         1,493,022.00         3,884.00         0%         0.00         3,884.00         0           12-31-2000         02-20-2001         eLOCCS User         1,493,022.00         5,760.00         0%         3,884.00         5,757.00         148           03-31-2001         05-04-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         36,042.00         100           06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         1,305,364.00         87%         35,954.00         102,748.00         285           12-31-2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         205           03-31-2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         198,695.20         472,061.00         255 </th <th>Gra</th> <th colspan="10">Grant: XX43P000501-00 (CFP) Capital Fund Program</th>	Gra	Grant: XX43P000501-00 (CFP) Capital Fund Program									
Obligation Start: 10-01-2000 Dolligation End: 09-30-2002           Reporting Period         Reported On         Reported By         LOCCS Authorized         Cumulative Obligated         LOCCS Disbursed         Cumulative Expended           09-30-2000         10-31-2000         eLOCCS User         1,493,022.00         3,884.00         0%         0.00         3,884.00         0           12-31-2000         02-20-2001         eLOCCS User         1,493,022.00         5,760.00         0%         3,884.00         5,757.00         148           03-31-2001         05-04-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         36,042.00         100           06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         1,305,364.00         87%         35,954.00         102,748.00         285           12-31-2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         205           03-31-2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         184,695.20         472,061.00         255           06-30-2002         07-18-2002         eLOCCS User         1,493,022.00         100%		General Budget Vouchers Obl/Exp									
Reporting Period         Reported On         Reported By         LOCCS Authorized         Cumulative Obligated         LOCCS Disbursed         Cumulative Expended           09-30-2000         10-31-2000         eLOCCS User         1,493,022.00         3,884.00         0%         0.00         3,884.00         0           12-31-2000         02-20-2001         eLOCCS User         1,493,022.00         3,884.00         0%         3,884.00         5,757.00         148           03-31-2001         05-04-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         36,042.00         100           06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         1,305,364.00         87%         35,954.00         71,317.00         198           09-30-2001         10-30-2001         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         285           12-31-2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         255           03-31-2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         599,872.45         869,796.54         144 <th></th> <th></th> <th></th> <th></th> <th>•</th> <th></th> <th></th> <th></th> <th></th> <th></th>					•						
Reporting Period         Reported On         Reported By         LOCCS Authorized         Cumulative Obligated         LOCCS Disbursed         Cumulative Expended           09-30-2000         10-31-2000         eLOCCS User         1,493,022.00         3,884.00         0%         0.00         3,884.00         0%           12-31-2000         02-20-2001         eLOCCS User         1,493,022.00         5,760.00         0%         3,884.00         5,757.00         148           03-31-2001         05-04-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         36,042.00         100           06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         71,317.00         198           09-30-2001         10-30-2001         eLOCCS User         1,493,022.00         1,493,022.00         100%         102,748.00         222,978.00         222,978.00         222,978.00         222,978.00         222,978.00         222,978.00         222,978.00         222,978.00         222,978.00         222,978.00         222,978.00         225,978.00         222,978.00         222,978.00         222,978.00         222,978.00         225,978.00         225,978.00         222,978.00         225,978.00         22	2	Obligation Sta	rt: 10-01-20	000 ►Obligatio	on End: 09-30-2	002					
09.30.2000         10.31-2000         eLOCCS User         1,493,022.00         3,884.00         0%         0.00         3,884.00         0           12.31.2000         02-20-2001         eLOCCS User         1,493,022.00         5,760.00         0%         3,884.00         0.00         3,884.00         0.00           03.31.2001         05-04-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         36,042.00         100           06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         89,560.00         5%         35,954.00         71,317.00         198           09-30-2001         10-30-2001         eLOCCS User         1,493,022.00         1,305,364.00         87%         35,954.00         102,748.00         285           12.31-2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         225           03.31-2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         599,872.45         869,796.54         144           09-30-2002         10-28-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         1,017,274.45         869,79		Reporting Period	Reported On	Reported By	LOCCS Authorized	Cumulativ Obligated	e I	LOCCS Disbursed	Cumulat Expend	ive ed	
12.31.2000       02-20-2001       eLOCCS User       1,493,022.00       5,760.00       0%       3,884.00       5,757.00       148         03.31.2001       05-04-2001       eLOCCS User       1,493,022.00       89,560.00       5%       35,954.00       36,042.00       100         06.30.2001       07-18-2001       eLOCCS User       1,493,022.00       89,560.00       5%       35,954.00       71,317.00       198         09.30.2001       10-30-2001       eLOCCS User       1,493,022.00       1,305,364.00       87%       35,954.00       102,748.00       285         12.31.2001       03-05-2002       eLOCCS User       1,493,022.00       1,493,022.00       100%       108,729.00       222,978.00       205         03.31.2002       05-07-2002       HUD Staff       1,493,022.00       1,493,022.00       100%       184,695.20       472,061.00       255         06.30.2002       07-18-2002       eLOCCS User       1,493,022.00       1,493,022.00       100%       599,872.45       869,796.54       144         •09.30.2002       10-28-2002       eLOCCS User       1,493,022.00       100%       1,017,274.45       869,796.54       85         10.31.2002       11-26-2002       eLOCCS User       1,493,022.00       34		09-30-2000	10-31-2000	eLOCCS User	1,493,022.00	3,884.00	0%	0.00	3,884.00	0%	
03.31.2001       05-04-2001       eLOCCS User       1,493,022.00       89,560.00       5%       33,954.00       36,042.00       100         06.30.2001       07-18-2001       eLOCCS User       1,493,022.00       89,560.00       5%       35,954.00       71,317.00       198         09.30.2001       10-30-2001       eLOCCS User       1,493,022.00       1,305,364.00       87%       35,954.00       102,748.00       285         12.31.2001       03-05-2002       eLOCCS User       1,493,022.00       1,493,022.00       100%       108,729.00       222,978.00       205         03.31.2002       05-07-2002       HUD Staff       1,493,022.00       1,493,022.00       100%       184,695.20       472,061.00       255         06-30-2002       07-18-2002       eLOCCS User       1,493,022.00       1,493,022.00       100%       599,872.45       869,796.54       144         >09.30-2002       10-28-2002       eLOCCS User       1,493,022.00       1,00%       1,017,274.45       869,796.54       85         10.31-2002       11-26-2002       eLOCCS User       1,493,022.00       343.00       0%       1,204,357.45       34.00       0         11.30-2002       Auxeiing Grantee Undate       11.493,022.00       343.00		12-31-2000	02-20-2001	eLOCCS User	1,493,022.00	5,760.00	0%	3,884.00	5,757.00	148%	
06-30-2001         07-18-2001         eLOCCS User         1,493,022.00         89,560.00         5%         33,954.00         71,317.00         198           09-30-2001         10-30-2001         eLOCCS User         1,493,022.00         1,305,364.00         87%         35,954.00         102,748.00         285           12-31-2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         205           03-31-2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         184,695.20         472,061.00         255           06-30-2002         07-18-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         599,872.45         869,796.54         144           •09-30-2002         10-28-2002         eLOCCS User         1,493,022.00         1,00%         1,017,274.45         869,796.54         855           10.31-2002         11-26-2002         eLOCCS User         1,493,022.00         343.00         0%         1,204,357.45         34.00         0		03-31-2001	05-04-2001	eLOCCS User	1,493,022.00	89,560.00	5%	35,954.00	36,042.00	100%	
09.30.2001         10-30-2001         eLOCCS User         1,493,022.00         1,305,364.00         87%         35,954.00         102,748.00         285           12.31.2001         03-05-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         108,729.00         222,978.00         205           03.31.2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         184,695.20         472,061.00         255           06-30.2002         07-18-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         599,872.45         869,796.54         144           •09-30.2002         10-28-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         1,017,274.45         869,796.54         859           10.31.2002         11-26-2002         eLOCCS User         1,493,022.00         343.00         0%         1,204,357.45         34.00         0		06-30-2001	07-18-2001	eLOCCS User	1,493,022.00	89,560.00	5%	35,954.00	71,317.00	198%	
12.31.2001       03-05-2002       eLOCCS User       1,493,022.00       1,493,022.00       100%       108,729.00       222,978.00       205         03.31.2002       05-07-2002       HUD Staff       1,493,022.00       1,493,022.00       100%       184,695.20       472,061.00       255         06.30.2002       07-18-2002       eLOCCS User       1,493,022.00       1,493,022.00       100%       599,872.45       869,796.54       144         >09.30.2002       10-28-2002       eLOCCS User       1,493,022.00       1,493,022.00       100%       1,017,274.45       869,796.54       855         10.31.2002       11-26-2002       eLOCCS User       1,493,022.00       343.00       0%       1,204,357.45       34.00       0		09-30-2001	10-30-2001	eLOCCS User	1,493,022.00	1,305,364.00	87%	35,954.00	102,748.00	285%	
03.31.2002         05-07-2002         HUD Staff         1,493,022.00         1,493,022.00         100%         184,695.20         472,061.00         255           06.30.2002         07-18-2002         eLOCCS User         1,493,022.00         1,00%         599,872.45         869,796.54         144           •09-30-2002         10-28-2002         eLOCCS User         1,493,022.00         100%         1,017,274.45         869,796.54         855           10.31.2002         11-26-2002         eLOCCS User         1,493,022.00         343.00         0%         1,204,357.45         34.00         0		12-31-2001	03-05-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	108,729.00	222,978.00	205%	
06-30-2002         07-18-2002         eLOCCS User         1,493,022.00         1,493,022.00         100%         599,872.45         869,796.54         144           •09-30-2002         10-28-2002         eLOCCS User         1,493,022.00         1,00%         1,017,274.45         869,796.54         859           10-31-2002         11-26-2002         eLOCCS User         1,493,022.00         343.00         0%         1,204,357.45         34.00         0		03-31-2002	05-07-2002	HUD Staff	1,493,022.00	1,493,022.00	100%	184,695.20	472,061.00	255%	
>09-30-2002         10-28-2002         eLOCCS User         1,493,022.00         100%         1,017,274.45         869,796.54         85           10-31-2002         11-26-2002         eLOCCS User         1,493,022.00         343.00         0%         1,204,357.45         34.00         0           11 30 2002         Auxoiting Graphes Undete		06-30-2002	07-18-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	599,872.45	869,796.54	144%	
10-31-2002         11-26-2002         eLOCCS User         1,493,022.00         343.00         0%         1,204,357.45         34.00         0           11 30 2002         Auxoiting Graphes Undete         Indete         Indet         Indet <t< th=""><th></th><td><b>▶</b>09-30-2002</td><td>10-28-2002</td><td>eLOCCS User</td><td>1,493,022.00</td><td>1,493,022.00</td><td>100%</td><td>1,017,274.45</td><td>869,796.54</td><td>85%</td></t<>		<b>▶</b> 09-30-2002	10-28-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	1,017,274.45	869,796.54	85%	
11 30 2002 Amaiting Grantes IIndate		10-31-2002	11-26-2002	eLOCCS User	1,493,022.00	343.00	0%	1,204,357.45	34.00	0%	
Awaning Granice Opdate		11-30-2002	Awaiting Gr	antee Update							

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.

	hud	(HA Name) Portfolio								
M	<u>enu</u> 🔶 Portfolio									
A	All Grants C	TFP								
	Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance				
	CFP	XX43P000501-00	1,493,022.00	1,282,924.45	0.00	210,097.55				
	CFP	XX43P000501-01	1,523,514.00	94,739.97	0.00	1,428,774.03				
	CFP	XX43P000501-02	1,490,800.00	45,000.00	0.00	1,445,800.00				
	Portfolio Totals:	Grants: 3	\$4,507,336.00	\$1,422,664.42	00.08	\$3,084,671.58				

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).

hud		С	apital Fund Program (CFP)	<u>Menu</u> <u>Auth</u> Log Off Bottom
<u>Menu</u> 🔶 Program Area				
D L (T' T	77 1 11			
Budget Line Items	Iracked	Documents		
				1
	🗎 = T	Jnavailable for	drawdown	
		Line Item	Name	
	1)	0100 角	Reserved Budget	
	2)	0110	Initial Budget	
	3)	1406	Operations	
	4)	1408	Management Improvement	
	5)	1410	Adminstration	
	6)	1411	AuditCost	
	7)	1430	Fees & Costs	
	8)	1440	Site Acquisition	
	9)	1450	Site Improvement	
	10)	1460	Dwelling Structures	
	11)	1465	Dwelling Equipment	
	12)	1470	Non-Dwelling Structures	
	13)	1475	Non-Dwelling Equipment	
	14)	1485	Demolition	
	15)	1490	Replacement Reserve	
	16)	1492	MovingToWorkDemonstration	
	17)	1495	Relocation Costs	
	18)	1499	Development Activity	
	19)	1500	Indian Housing Grants	
	20)	1501	Collater Exp / Debt Srvc	
	21)	1502	Contingency	
	22)	9000 🎬	Debt Reserves	
	23)	9001 🗳	Bond Debt Obligation	
	24)	9002 角	Loan Debt Obligation	
	25)	9900 角	Post Audit Adjustment	

Figure 4-13. Program Specific BLI Tab





#### 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 '<u>Next'</u> hyperlink is available at the top column header and bottom of the table to select the next 50 rows (Figure 4-15).

	hud	<u>Menu Auth</u> Log Off Bottor								
<u>Me</u>	*Note: Actual deposit date may vary by individual bank.									
Г						Rows 1-50 Next				
		LOCCS Payment Cycle	No of G <u>ran</u> ts	Amount	Treasury Schedule Number	* Estimated Deposit Date				
	1	Tue 10-29-2002	(2)	96,799.22	LH9334	Wed 10-30-2002				
	2	Sat 10-12-2002	1	16,330.03	LH9297	Wed 10-16-2002				
	3	Sat 10-05-2002	2	146,478.00	LH9281	Tue 10-08-2002				
	4	Sat 09-28-2002	1	25,000.00	LH9260	Tue 10-01-2002				
	5	Fri 09-27-2002	1	52,642.47	LH9244	Mon 09-30-2002				
	6	Thu 09-26-2002	1	1,000.75	LH9240	Fri 09-27-2002				
	7	Fri 09-20-2002	1	52,642.47	LH9225	Mon 09-23-2002				
	8	Tue 09-17-2002	1	73,384.72	LH9215	Wed 09-18-2002				
	9	Fri 09-13-2002	1	52,642.47	LH9207	Mon 09-16-2002				
	10	Fri 09-06-2002	1	52,642.47	LH9190	Mon 09-09-2002				

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.

hud eLoccs Menu - Wi	ne/Ch	<u>eck Payments</u> 🔶 Wire Paym	(HA Name) Wire Payments Deta ents Detail	ail	<u> </u>	<u>Menu Auth</u> .og.Off Bottom
	Trea	asury Schedule: LH9334	LOCO	9-2002 02:41:54		
		Progam Area	Grant	Voucher	Amount	
	1 CFP 2 YB		XX43P000501-00	092076824	85,605.00	
			XX1IMXX0183	051014625	11,194.22	
				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).

Have you checkbox	r HI nex	ID-50080 payment vo t to each grant you ar	ucher form(s) pre e requesting a pa	filled, in the ore yment, and clic!	der of selection k the submit bu	. Mark the atton.
Program Area		Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Capital F	und	Program				
CFP /	A	XX29P000501-01	4,756,372.00	2,002,179.11	60,126.59	2,694,066.30
CFP	P	XX29P000501-02	4,659,213.00	00.0	0.00	4,659,213.00
CFP		XX29H000501-00	614,281.00	0.00	0.00	614,281.00
CFP	-	xx29R000501-01	626,836.00	08.0	0.00	626,836.00
CFP		XX29R000501-02	613,583.00	0.00	0.00	613,583.00
Drug Elir	ninat	tion Grant Program				
DRUG		X290EP0000100	626,696.00	578,776.28	00.0	47,919.72
DRUG		XX29DEP0000101	688,673.00	524,261.95	0.00	164,411.05
DRUG	۵	XX29DEP0000198	785,200.00	785,199.96	0.00	.04
		• Drawdowns suspender	d due to a pre-audit st	atus for this grant		
Operating	g Fw	nd				
OFND		XX00100003S	3,023,564,00	00.0	00.0	3,023,564.00
Public Ho	usin	g Development Gran	ts			
PDEV		XX29P000044	00.000,000,1	23,600.30	0.00	976,399.70
Resident	Opp	ort & Self Sufficiency	y			
ROSS	0	X001RSV000P0101	55,993.00	46,507.37	00.0	9,485.63
Urban Re	vita	lization Program(Hop	ie6)			
URP		XX29URD0000196	21,552,000.00	17,124,074,48	10,957,28	4,416,968.24

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.

hû	б		(HA Na	me)	<u>Menu</u> <u>Aut</u>
<pre> eLOC Menu →</pre>	CS <ul> <li>Voucher Selectio</li> </ul>	<u>n</u> 🔶 Voucher Entry	Payment Vouc	ner Entry	
eLOC CFP ( Paym Public rep gathering : complete t	CCS Capital Fund Progre tent Voucher onting burden for this col and maintaining the data this form, unless it displa	am lection of information is e needed, and completing a ys a currently valid OME	U.S. Department of and Urban Develoy Office of Public and Ind stimated to average 15 minutes per re nd reviewing the collection of inform control rumber.	of Housing pment ian Housing sponse, including the time for rev ation. This agency may not colle	riewing instructions , searching existing data sources , ct this information , and you are not required to
HUD imp the spplics required to	lemented the Line of Cred able HUD program with a o obtain benefits under the	hit Control System/Voice all the necessary informati e U.S. Housing Act of 19	Response System (LOCCS/VRS) to on prior to making a telephone call u 37, as amended. The information req	) process requests for payments to using a touch tone telephone to ini- uested does not lend itself to configuration.	grantees. Grant recipients fill out a voucher form for fitiate the drawdown process. This information is identiality.
1. Vouche 092	r Number 2-******	2. LOCCS Pgrm Area CFP	3	4	
5. Voice I XXX	Respanse No. xx-92001	6. Grantee Organization (HA Name)	L		
8. Grant o XX3	rr Project No. 9P00050100	6a. Grantee Organizatio XX-0004034	n TIN		
BLI	Na	me	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1408	Management Imp	rovement	182,614.35	3,230.47	2,000.00
1410	Adminstration		187,719.00	0.00	0.00
1430	Fees & Costs		45,104.65	0.00	0.00
1450	Site Improvement	t	41,780.00	0.00	0.00
1460	Dwelling Structu	res	1,419,977.00	59,600.03	0.00
1502	Contingency		0.00	0.00	0.00
		Total:	1,877,195.00	62,830.50	2,000.00
certify th inds prov 11. Name e <b>I.OC</b>	e data reported and finds rided become more than n & Phone Number of Pers CCS IIser	requested on this voucher recessary, such excess wil son completing this form	r are correct and the amount requested be promptly returned, as directed by 12. Name & Title of Authorized Sig	l is not in excess of immediate dis y HUD. matory	sbursement needs for this program. In the event the
			13. Signature		14. Date of Request. 11-27-2002
Warning Privacy Develop disburs unautho prompti LOCCS. access.	HUD will prosecute fals: <b>Statement:</b> Public pment (HUD) to col ement data from fra orized access. The ( ty deleted. Failure to . While the provision This information w	e claimes and statements. Law 97-255, Financ llect all the informat ucdulent actions. Th data are used to ensi- o provide the inform on of the SSN is vol ill not be otherwise	Conviction may result in criminal a ial Integrity Act, 31 U.S.C. 3 ion (except the Social Secur- te purpose of the data is to sure that individuals who no nation requested on the form untary, HUD uses it as a un disclosed or released outsi	nd/or civil penalties. (18 U.S.C. 512, authorizes the Depar ity Number (SSN)) which safeguard the Line of Crec longer require access to a may delay the processin ique identifier for safegua de of HUD, except as perm	1001, 1010, 1012; 31 U.S.C. 3729, 3802) tment of Housing and Urban will be used by HUD to protect dit Control System (LOCCS) from LOCCS have their access capability ig of your approval for access to rding the LOCCS from unauthorized nitted or required by law.
					form HUD-50080-CFP-a (4/2000
			Submit Reset	Cancel	
		$\langle$	Next Payment (CFF	Grant Number	

Figure 4-18. Payment Voucher Entry

Figure 4-19 illustrates a screen stating the voucher request has been accepted and approved for payment.

hud			(HA N Payment Voi	ame) Icher Entry		Meng Ar
Menu 🔶 V	oucher Select	ion 🔶 Voucher Entry				
eLOCC CFP Cap	S pital Fund Prog pt Voucher	gam.	U.S. Departmen and Urban Deve Office of Public and I	t of Housing lopment ntim Housing		
Public reports gathering and a complete this HUD impleme	ng burden for this o maintaining the de form, unless it disp ented the Line of Ci	ollection of information is est ta needed, and completing an olays a currently valid OMEs redit. Control System/Voice 1	insted to average 15 minutes per 6 reviewing the collection of info control number. Response System (LOCCS/VRS	response, including the tim mation. This agency may n to process requests for paym	e for reviewing instructions, seen ot collect this information, and y ments to grantees. Chart recipient	ching existing data source ou are not required to a fill out a woucher form it
required to obt	under under	the U.S. Housing Act of 193 2. LOCCS Pgan Area	7, es emended. The information:	equested does not lend itselt	to confidentiality.	
092-07 5. Voice Resp	79183 2011/10.	CFP 6. Orantee Organization				
XXXXXXX 8. Grant or Pr	-92001 10ject No.	(HA Name) 64. Orestee Organisation	TEN			
XX39P0	00050100	XX-0004034				
Budget Line Item		Name	Authorized	Disbursed	Available Balance	Voucher Amount
1408	Managemen	t Improvement	182,614.35	181,383.88	1,230.47	2,000.0
inds provided 11. Name & J eLOCC	d become more that Phone Humber of P 'S User	n necessary, such excess will erson completing this form	be promptly returned, as directed 12. Name & Title of Authorins	i by HUD. d Signatory		
eLUCC	S User		13. Signature		14. Date of Regiset 11-27-2002	
Warning: HU Privacy St Developme disbursem unauthoriz promptly d LOCCS. W access. Th	ID will proceeds a latement: Public ent (HUD) to c ent data from f ted access. Th leleted. Failure 'hile the provis sis information	de claimes and statements, i ic Law 97-255, Financis ollect all the informatis reudulent actions. The e data are used to ensu- to provide the inform- sion of the SSN is volu will not be otherwise of	Consistion may result in orimina al Integrity Act, 31 U.S.C. on (except the Social Sec - purpose of the data is 1 are that individuals who ation requested on the fo intary, HUD uses it as a to fisclosed or released out	1 adder civil peakies. (18 3512, authorizes the 1 arity Number (SSN)) to 5 safeguard the Line c no longer require acco m may delay the pro urique identifier for se side of HUD, except a	U.S.C. 1001, 1010, 1012, 31 U Department of Housing a Arich will be used by HU of Credit Control System: ss to LOCCS have their cessing of your approval feguarding the LOCCS fi s permitted or required b	s.c.3729, 3802) ind Urban D to protect (LOCCS) from access capability for access to rom unauthorized y law.
					iun N	UD-50080-CFP-a (4/200
		1283 (1997)				
uis Paymo A pay reque	ent Request yment of \$2,0 est, and retair	t was APPRO 000.00 should be d a for your records.	eposited in your acco	int on <mark>Monday D</mark> o	ecember 02, 2002 P	lease print this

Figure 4-19. Payment Voucher – Approved Confirmation

#### 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).

(HA Name) Cancel Voucher Selection							
	To select a v	oucher to cance	el, click on the cancel ic	on 🗵			
Program Area	Grant No.	Voucher No.	Entered	Amount	Action		
Capital Fu	ınd Program						
CFP	XX39P000501-00	092-081588	11-25-2002 by	691.40	8		
CFP	XX39P000501-00	092-081590	11-25-2002 by	100,203.98	8		
CFP	XX39P000501-02	092-081816	12-02-2002 by	2,000.00			
Drug Elin	ination Grant Program				$\smile$		
DRUG	XX39DEP0000100	018-152464	12-02-2002 by	1,000.00	8		

Figure 4-20. Cancel Voucher Selection

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.

hud		(HA Name) Cancel Voucher	ſ	<u>Menu</u> <u>A</u> Log Off Bot		
enu -> Cancel Vo	ucher Selectio	n 🔶 Cancel Voucher				
Srant: XX39P	000501-02	(CFP) Capital Fund Program	Missellenseus			
Voucher No: 092-081816 eLOCCS Entered by: User Name						
Amount:	\$2,000.0	0	on 12-02-2002 at 15:4	41 EST		
Status:	awaiting	payment				
	BLI	Line Item Name	Amount			
	1408	Management Improvement	2,000.00			
		Total:	2,000.00			
Cancel rea	ason:					
Incorrect G	rant selec	ted				
		Submit Reset M	enu			

Figure 4-21. Cancel Voucher

#### 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. In order 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).

(HA Name) Obligated/Expenditure Status							<u>Menu</u> Log Off	<u>Auth</u> Bottom	
If a Reporting Period date is a hyperlink (underlined), then clicking the date will allow you to update obligated/expenditure for that period. If there are multiple unreported periods, the earliest period <u>must be reported 1st</u> .									
🖌 Provided 🛛 🕚 P	'ast Due								
Grant	Obligation	Reporti	ng	LOCCS	Cumulativ	re 👘	LOCCS	Cumulat	tive
Number	End	Period	Due	Authorized	PHA Obliga	ted	Disbursed	PHA Expe	nded
Capital Fund Progr	am (CFP)								
XX43P000501-00	09-30-2002	<u>11-30-2002</u>	12-06-2002	\$1,493,022.00	-	-	\$1,204,357.45	-	-
XX43P000501-01	09-30-2003	<u>10-31-2002</u> 10	11-07-2002	\$1,523,514.00	-	-	\$94,739.97	-	-
		11-30-2002	12-06-2002	\$1,523,514.00	-	-	\$94,739.97	-	-
XX43P000501-02	07-10-2004	<u>11-30-2002</u> 🗸	12-06-2002	\$1,490,800.00	\$1,311,000.00	87%	\$45,000.00	\$0.00	0%

Figure 4-22. Obligated/Expenditure Status

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)

(HA Name) Obligated/Expenditure Update							
<u>Menu</u> → <u>Oblic</u>	<u>q/Exp Status</u> 🔶 (	blig/Exp Update					
Grant: XX43	P000501-00	Capital Fund Pro	gram (CFP)				
	Reporting Period	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended		
2	2002-11-30	1,523,514.00	1,523,514.00	94,739.97	154,535.87	_	
2	2002-12-31	1,523,514.00	1,523,514.00	94,739.97	154,535.87	$\supset$	
Mark the check boxes to duplicate the cumulative amounts from the previous period.							
			Submit	Cancel			

Figure 4-23. Obligated/Expenditure Update

#### 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.

In order 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.

hud		(HA Name) Maintain Email Addresse	25	<u>Menu</u> <u>Au</u> Log Off Bot					
<u>nu</u> → Maintain E	Email Addresses								
Use the U Use the A additional	<b>pdate Primary</b> button to <b>dd Additional</b> button to a addresses, to a type of en	add/update your organizations pri dd any additional email addresses nail from the <b>Maintain Email As</b>	mary email address. . Don't forget to assig <b>signments</b> option on	n these the main menu.					
PRIMARY	PRIMARY Email Address: (Primary receives ALL LOCCS Emails)								
Name Email	Name : (HA Name) Email :								
			Updat	e Primary					
ADDITION	AL Email Addresses: (Cl	lick the name link to modify or d	elete)						
	Name	Email	Phone	Ext.					
1									
			Add	Additional					

Figure 4-24. Maintain Email Addresses

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).

h	iğ		<b>(HA Name)</b> Update Primary Email Address	<u>Menu</u> Log Off	<u>Auth</u> Bottom
Menu ·	🗕 <u>Mainta</u>	ain E	mail Addresses → Update Primary Email Address		
					a
	UPDAT	re p	rimary Email Address:		
	Name	:	(HA Name)		
	EMail	:	PHA_Name@Atlantic.net Canc	el 🛛	

Figure 4-25. Update Primary Email Address

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).

h	ûd	<b>(HA Name)</b> Update Email Address		<u>Menu Auth</u> Log Off Bottom
Menu	🜩 <u>Maintain Email</u>	Addresses 🖚 Update Email Address		
	Email Address	DETAILS:		
	Name :	John Henry		
	EMail :	JohnH@Cableone.net		
	Tel.No.:	1231234567		
	Ext. :	10		
			Add Reset Cancel	

Figure 4-26. Update Email Addresses

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.

hud	<b>(HA Name)</b> Maintain Email Addresses							
<u>Menu</u> <table-cell-rows> Maintain Er</table-cell-rows>	nail Addresses							
Use the <b>Up</b> Use the <b>Ad</b> additional a	Use the <b>Update Primary</b> button to add/update your organizations primary email address. Use the <b>Add Additional</b> button to add any additional email addresses. Don't forget to assign these additional addresses, to a type of email from the <b>Maintain Email Assignments</b> option on the main menu.							
PRIMARY E	PRIMARY Email Address: (Primary receives ALL LOCCS Emails)							
Name :	(HA Name)							
Email :	PHA_Name@Atlant	tic.net						
			Update Prima	ary				
ADDITIONA	L Email Addresses: (Cli	ck the name link to modify or delete)						
	Name	Email	Phone	Ext.				
1 John I	Henry_	JohnH@Cableone.net	(123)-123-4567	10				
			Add Additio	nal				

Figure 4-27. Update Additional Email Addresses

#### 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.

h	ŷġ	(HA Name) Maintain Email Assignn	nents (CFP)	<u>enu</u> g Off	<u>Auth</u> Bottom
<u>Menu</u>	🔶 Maintain Email As:	signments			
6	By Addressee	O By Type of Email			
	Addre	ssee Email	Type of Email		
	1. John Henry	JohnH@Cableone.net	Wire Payments Summary		
			Portfolio Action Summary	₽ (	
			Debt Approval Notification		
			Debt Warning		
					-
		Update Reset Ca	ancel		

Figure 4-28. Email by Addressee

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.

h	(HA Name) Maintain Email Assignments (CFP)							<u>Auth</u> Bottom
Menu	<u>i</u> 🖚 N	faintain Email Assignments						
	0	By Addressee 📀 By Type of	Email					
		Type of Email		Addressee		Email		
	1.	Wire Payments Summary		John Henry	7	JohnH@Cableone.net		
	2.	Portfolio Action Summary		John Henry	2	JohnH@Cableone.net		
	3.	Debt Approval Notification		John Henry		JohnH@Cableone.net		
	4.	Debt Warning		John Henry		JohnH@Cableone.net		
			Update	Reset Cancel				

Figure 4-29. Email by Type

## 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 n 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.

Voucher Sele	ection				
Have your	HUD-50080 payment youcher f	orm(s) prefilled in the or	der of selection	lark the checkbo	ox next to each
grant you a	are requesting a payment, and o	lick the submit button.			
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Fair Housi	ng Assistance Program				
FAIR	FH40xxxxx	58,215.00	45,715.00	0.00	12,500.00
FAIR	FH40XXXXX	60,415.00	0.00	0.00	60,415.00

Figure 4-30. Grant Payment Voucher Selection

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.

eLOCCS			U.S. Department of Housing				
FAIR Fair Housing Assi	stance Program		and Urban Development				
Payment Voucher	2		Office of Fair Housing and Equal Opportunity				
Public reporting burden for this o maintaining the data needed, a a currently valid OMB control nu	collection of information of informa	tion is estimated to averag eviewing the collection of	e 15 minites per response, including the time for reviewing in information. This agency may not collect this information, and	structions, searching existing data d you are not required to complete	sources, gathering and a this form, unless it displa		
HUD implemented the Line of C program with all the necessary ir Housing Act of 1937, as amende	redit Control System formation prior to m ed. The information r	/Voice Response System (l aking a telephone call usi requested does not lend its	LOCCS/VRS) to process requests for payments to grantees. Gra ng a touch tone telephone to initiate the drawdown process. T self to confidentiality.	ant recipients fill out a voucher for his information is required to obta	m for the applicable HUD in benefits under the U.S.		
1. Voucher Number 050-*****	2. LOCCS F	<sup>o</sup> grm Area	3	4			
5. Voice Response No. 12746-xxxx	6. Grantee	Organization usiness Partner>					
8. Grant or Project No. FH400 xxxx	6a. Grantee <tax ii<="" td=""><td>e Organization TIN D&gt;</td><td></td><td></td><td></td></tax>	e Organization TIN D>					
Name		Authorized	Available Drawdown Balance	Drawdown	Amount		
Grant Balance		60,415.00	60,415.00		5,000.0		
	Total:	60,415.00	60,415.00		5,000.		
certify the data reported and fu become more than necessary, su 11. Name & Phone Number of F completing this form	nds requested on thi ich excess will be pro- Person 12. Name	is voucher are correct and to omptly returned, as directe e & Title of Authorized Sig	the amount requested is not in excess of immediate disbursem d by HUD. Instory	ent needs for this program. In the	event the funds provided		
<user name=""></user>	13. Sign	ature		14. Date of Request 02-16-2007			
Warning: HUD will prosecute fails Privacy Statement: Publ the information (except the	e claimes and state ic Law 97-255, F Social Security Credit Control S canability promr	ments. Conviction may res inancial Integrity Act, v Number (SSN)) whic ystem (LOCCS) from otly deleted. Failure to	ult in oriminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1 31 U.S.C. 3512, authorizes the Department of Ho h will be used by HUD to protect disbursement da unauthorized access. The data are used to ensure provide the information requested on the form ma	012.; 31 U.S.C.3729, 3802) using and Urban Developme ta from fraudulent actions. T e that individuals who no lon y delay the processing of yo	ent (HUD) to collect a The purpose of the da ger require access to pur approval for acces		

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.

Locces	h.	SBUSI	Portfolio		<u>Menu</u> Log Off
Grants	SPC				
				(D)Sho	w Zero Balance Grai
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
Capital Ad	vance Program				
CAP	121HD030	2,214,100.00	2,186,414.00	0.00	27,686
EDI Specia	al Projects				
EDSI	B02SPMI0315	750.000.00	0.00	69,107,00	680.893
CPD's Inte	grated Dish & Inf System	IDIS Vouchers	et to b		
IDIS	B04UC2_60003	6 543 000 00	5 468 000 33	0.00	1 074 000
IDIS	B05UC2_60003	6 225 637 00	0.00	0.00	6 225 627
IDIS	B05UC2-60003	5 634 460 00	0.00	0.00	5 631 160
IDIS	M01UC2-60213	2 979 000 00	2 474 846 17	0.00	504 153
IDIS	M07UC2 60213	2,975,000.00	1 140 823 17	0.00	1 824 176
IDIS	M03UC2-60213	2,225,817,00	334 680 70	0.00	1,824,176
IDIS	M04UC2-60213	2 478 734 00	257 410 82	0.00	2 221 323
IDIS	M05UC2-60213	2,12,275,00	5 850 99	0.00	2,221,323
IDIS	M06UC2-60213	2,042,162,00	0.00	0.00	2,200,424
IDIS	\$05UC2-60003	239 315 00	0.00	0.00	239 315
IDIS	\$06UC2-60003	239 464 00	0.00	0.00	239,464
1010	IDIS Subtotal:	\$33 793 873 00	\$9 691 602 18	\$0.00	\$24 102 270
Provid No	oda Assistance	000,170,010100	0,0,0,1,002.10	00.00	
special Ne	eds Assistance				
SNAP	MI28B302003	525,433.00	436,328.00	0.00	89,105
SNAP	<u>MI28B401009</u>	443,940.00	400,145.16	0.00	43,/94
SNAP	MI28B501004	393,073.00	189,394.00	9,543.00	194,136
SNAP	MI28B501005	125,183.00	63,/32.00	0.00	61,451
SNAP	MI28B501009	443,940.00	166,333.00	0.00	2//,60/
SNAP	<u>MI28B501044</u>	142,014.00	0.00	1,000.00	141,014
	SNAP Subtotal:	\$2,073,583.00	\$1,255,932.10	\$10,543.00	\$807,107.
Shelter + C	are Show Sponsors				
SPC	MI28C30-2006 (SRA/TRA)	315,108.00	0.00	2,830.95	312,277.
SPC	MI28C80-2002 (SRA)	843,480.00	824,320.83	700.00	18,459
SPC	MI28C90-2001 (SRA)	600,300.00	443,003.72	0.00	157,296
SPC	MI28C97-0110 (PRA)	1,474,560.00	597,213.12	0.00	877,346.
SPC	MI28C97-0113 (PRA)	166,080.00	69,810.16	0.00	96,269.
SPC	MI28C97-0116 (SRA)	1,585,980.00	988,189.00	0.00	597,791.
	SPC Subtotal:	\$4,985,508.00	\$2,922,536.83	\$3,530.95	\$2,059,440.
Decodella Torel	Connector 25	\$42 917 064 00	\$16.056.495.17	CP3 190 05	FOR 575 205

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

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

Shelter +	Care Hide Sponsors				
SPC	MI28XXXXX (SRA) TRA)	315,108.00	0.00	2,830.95	312,277.05
	MI28 " SRA Business F	Parter Sponsor>	0.00	2,330.95	
SPC	MI28 " (SRA)	843,480.00	824,320.83	700.00	18,459.17
	MI28 " <sra business="" i<="" td=""><td>Parter Sponsor&gt;</td><td>824,320.83</td><td>500.00</td><td>-</td></sra>	Parter Sponsor>	824,320.83	500.00	-
SPC	MI28 " " (SRA)	600,300.00	443,003.72	0.00	157,296.28
	MI28 " SRA Business F	arter Sponsor>	443,003.72	0.00	
SPC	MI28 " (PRA)	1,474,560.00	597,213.12	0.00	877,346.88



#### 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.

Have your	HUD-50080 payment voucher t are requesting a payment and	form(s) prefilled, in the or click the submit button	der of selection. N	Mark the checkbo	ox next to each
y					
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Special Ne	eeds Assistance				
SNAP	MI XXXXXXX	525,433.00	436,328.00	0.00	89,105.0
SNAP	_ м "	443,940.00	400,145.16	0.00	43,794.84
SNAP	<u>M</u>	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	<u> MI " "</u>	125,183.00	63,732.00	0.00	61,451.00
SNAP	<u>M</u>	443,940.00	166,333.00	0.00	277,607.00
SNAP	<u>M</u>	142,014.00	0.00	0.00	142,014.00
Shelter + (	Care				
SPC		315,108.00	0.00	330.95	314,777.0
SPC		843,480.00	824,320.83	700.00	18,459.17
SPC	<u>Mi " "</u>	600,300.00	443,003.72	0.00	157,296.20
SPC	<u> MI</u>	1,474,560.00	597,213.12	0.00	877,346.88
SPC	<u>MI2"</u>	166,080.00	69,810.16	0.00	96,269.84
SPC	MI2"	1,585,980.00	988,189.00	0.00	597,791.00

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.

provid	the checkbo e the approp	x next to the SPC component you wis riate voucher period and Sponsor info	h to draw down agair ormation, then click su	nst. For SRA/TR ubmit.	A/PRA components,
18	Only 1 SR	V/TRA/PRA component is allowed per	voucher request.		
Grant	No: <mixxxx< th=""><th>(XX&gt;</th><th></th><th></th><th></th></mixxxx<>	(XX>			
	SPC Component	Name	Operating Start Date	Voucher Period mm-yyyy	Sponsor
	(m)	Sponsor Rental Assistance	07-14-2006	01-2007	DETROIT EAST, INC
	(SN)				$\smile$
	TRA	Tenant Rental Assistance	07-14-2006		

Figure 4-35. SRA Component Selection

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.

	5		
-> Voucher Entry			
t information is required for the 02 2007 SDA some s			
t information is required for the 02-2007 SRA comported to the 01 2007 reported	nent. I periode informe	tion	
lick the * checkbox to duplicate the 01-2007 reported	a perious informa	uon.	
<business grant="" no="" partner=""></business>			
Unit Information	01-2007	02-2007	
SRO Single Room Occupancy Units	0		
1BR 1 Bedroom Units	0	0	
2BR 2 Bedroom Units	2	2	
3BR 3 Bedroom Units	0	0	
4BR 4 Bedroom Units	0	0	
Total	2	2	
Tenant Information	01-2007	02-2007 🗹 🕈	
SMI Seriously and Mentall Ill	0	0	
CSA Chronic Substance Abusers	2	2	
S/C Seriously Ill and Chronic Substance Abusers	0	0	
PWA People With Aids	0	0	
PWOD People With Other Diseases	0	0	
Total	2	2	
	→ Voucher Entry  t information is required for the 02-2007 SRA composition is required for the 02-2007 sradient composition is required for the 01-2007 reported          Substance S Partner/ Grant No>     Unit Information     SRO Single Room Occupancy Units     1BR 1 Bedroom Units     2BR 2 Bedroom Units     3BR 3 Bedroom Units     4BR 4 Bedroom Units     Total     Tenant Information     SMI Seriously and Mentall III     CSA Chronic Substance Abusers     S/C Seriously III and Chronic Substance Abusers     PWA People With Aids     PWOD People With Other Diseases     Total		→ Voucher Entry  tinformation is required for the 02-2007 SRA component. lick the + checkbox to duplicate the 01-2007 reported periods information. <ul> <li><business grant="" no="" partner=""></business></li> <li>Unit Information</li> <li>01-2007</li> <li>02-2007</li> <li>©</li> </ul> <li>SRO Single Room Occupancy Units <ul> <li>0</li> <li>0</li> <li>0</li> </ul> </li> <li>SRD Sedroom Units</li> <li>0</li>

Figure 4-36. Voucher Selection: Unit and Tenant Information

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.

eLOCCS		Busir Payment	ess Partner Voucher Entry		Menu Al Log Off Bo
enu 🔶 Voucher Selection 🚽	Voucher Entry				
LOCCS		U.S. Depart	ment of Housing		
SPC Shelter + Care		and Urban I	Development		
Payment Voucher		Office of Con	nmunity Planning and Development		
Public reporting burden for this constitution of the data needed, and currently valid OMB control num IUD implemented the Line of Cre rogram with all the necessary information of the state of the s	Ilection of information is estimate d completing and reviewing the o ober. dit Control System/Voice Respon- ormation prior to making a teleph	ed to average 15 minites per re collection of information. This a see System (LOCCS/VRS) to pro- tione call using a touch tone tell	sponse, including the time for reviewing instructio gency may not collect this information, and you a voess requests for payments to grantees. Grant reci ephone to initiate the drawdown process. This info	ns, searching existing data sources, gather re not required to complete this form, unly pients fill out a voucher form for the appli prmation is required to obtain benefits un	ring and ess it displa cable HUD der the U.S.
lousing Act of 1937, as amended . Voucher Number 030-******	2. LOCCS Pgrm Area	s not lend itself to confidentiali	4 4		
5. Voice Response No.	6. Grantee Organization	tner>			
8. Grant / Sponsor Grant	6a. Grantee Organization <sponsor tin=""></sponsor>	TIN / Sponsor Information			
MIXXXXXXX	<sponsor></sponsor>				
PHL .	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amour	nt
1000 SRA Rental Ass	sistance	310,108.00	309,777.05		2,000.0
1060 Administrative		0.00	0.00		500.0
$\bigcirc$	Total:	310,108.00	309,777.05		2,500.
certify the data reported and fun	ds requested on this voucher are	correct and the amount reques	led is not in excess of immediate disbursement ne	eds for this program. In the event the fund	ls provided
1. Name & Phone Number of Pe	rson completing this form	12. Name & Title of Authorize	d Signatory		
<user name=""></user>		13 Signature		14. Date of Request	
				02-12-2007	
Varning: HUD will prosecute false	claimes and statements. Convid Law 97-255, Financial Inte Social Security Number (S	tion may result in oriminal and agrity Act, 31 U.S.C. 351. SN)) which will be used b CCS) from unauthorized a	or civil penalties. (18 U.S.C. 1001, 1010, 1012, 13 2, authorizes the Department of Housing y HUD to protect disbursement data fror ccess. The data are used to ensure that	1 U.S.C.3729, 3802) and Urban Development (HUD) to n fraudulent actions. The purpose individuals who no longer require :	collect a of the dat access to
Privacy Statement: Public he information (except the s to safeguard the Line of ( .OCCS have their access of o LOCCS. While the provis vill not be otherwise disclos	Credit Control System (LOC apability promptly deleted. ion of the SSN is voluntary sed or released outside of h	Failure to provide the infi , HUD uses it as a uniqu HUD, except as permitted	ormation requested on the form may dela e identifier for safeguarding the LOCCS fr I or required by law.	y the processing of your approval om unauthorized access. This info	for acces prmation

Figure 4-37. SPC Payment Voucher Entry > SRA Component

Figure 4-38 illustrates an SRA payment voucher request for \$2500 that has been **accepted and approved** for payment.

ontrol System/Voice Response System (LOC ion prior to making a telephone call using information requested does not lend itself 2. LOCCS Pgrm Area SPC 6. Grantee Organization <business partner=""> 8a. Grantee Organization TIN / Sconsor I &lt; Grantee Organization TIN / Sconsor I &lt; Grantee Organization TIN / Sconsor I &lt; Grantee Organization TIN / Sconsor I  Rental Assistance istrative Total:</business>	CS/VRS) to process requests for a touch tone telephone to initial to confidentiality. a information TIN/Sponsor Informat Authorized 310,108.00 310,108.00 amount requested is not in exce	ion> Disbursed 2,330.95 0.00 2,330.95	Grant recipients fill out a voucher fo s. This information is required to obt 4 Available Balance 307,777.05 0.00 307,777.05	Voucher Amount 2,000.00 500.00
2. LOCCS Pgrm Area SPC      6. Grantee Organization Susiness Partner>     6a. Grantee Organization TIN / Sconsor I Carantee Organization TIN / Sconsor I Carantee Organization Rental Assistance istrative         Total:         puested on this voucher are correct and the         puested on th	3 Information TIN/Sponsor Informat Authorized 310,108.00 0.00 310,108.00 amount requested is not in exce	ion> Disbursed 2,330.95 0.00 2,330.95	4 Available Balance 307,777.05 0.00 307,777.05	Voucher Amount 2,000.00 500.00
Grantee Organization     Susiness Partner>     Bas Grantee Organization TIN / Sconsor I     Grantee Organization     Name     tental Assistance     istrative     Total:  puested on this voucher are correct and the puested on this voucher	nformation TIN/Sponsor Informat Authorized 310,108.00 0.00 310,108.00 amount requested is not in exce	ion> Disbursed 2,330.95 0.00 2,330.95	Available Balance 307,777.05 0.00 307,777.05	Voucher Amount 2,000.0 500.0
Grantee Organization TIN / Sconsor I     Grantee Organization     Name     tental Assistance     istrative     Total:  puested on this voucher are correct and the pess will be promptly returned, as directed b	nformation TIN/Sponsor Informat Authorized 310,108.00 310,108.00 amount requested is not in exce	ion> Disbursed 2,330.95 0.00 2,330.95	Available Balance 307,777.05 0.00 307,777.05	Voucher Amount 2,000.0 500.0
Crantee Organization Name tental Assistance istrative Total: quested on this voucher are correct and the pess will be promptly returned, as directed by	TIN/Sponsor Informat Authorized 310,108.00 0.00 310,108.00 amount requested is not in exce	Disbursed           2,330.95           0.00           2,330.95	Available Balance 307,777.05 0.00 307,777.05	Voucher Amount 2,000.0 500.0
Name Lental Assistance istrative Total: quested on this voucher are correct and the sess will be promptly returned, as directed by	Authorized 310,108.00 0.00 310,108.00 amount requested is not in exc	0.00 2,330.95 2,330.95	Available Balance 307,777.05 0.00 307,777.05	Voucher Amount 2,000.0 500.0
istrative Total: quested on this voucher are correct and the pess will be promptly returned, as directed by	0.00 310,108.00	0.00 2,330.95	0.00	500.0
Total: quested on this voucher are correct and the sess will be promptly returned, as directed by	310,108.00	2,330.95	307,777.05	20010
quested on this voucher are correct and the sess will be promptly returned, as directed by	amount requested is not in exo	2,000.00	501,111.05	2 500 0
	13. Signature	5	02-12-2007	
mes and statements. Conviction may result i w 97-255, Financial Integrity Act, 31 ial Security Number (SSN)) which v it Control System (LOCCS) from un bility promptly deleted. Failure to pr of the SSN is voluntary, HUD uses or released outside of HUD, except	in oriminal and/or civil penalties I U.S.C. 3512, authorizes vill be used by HUD to pro lauthorized access. The d rovide the information requ it as a unique identifier for as permitted or required b	(18 U.S.C. 1001, 101 the Department of stect disbursement ata are used to ensisted to the rested on the form safeguarding the L by law.	0, 1012.; 31 U.S.C.3729, 3802) Housing and Urban Developm data from fraudulent actions. sure that individuals who no lo may delay the processing of y .OCCS from unauthorized acc	ent (HUD) to collect all The purpose of the dat nger require access to rour approval for acces: ess. This information
			form	h HUD-50080-SPC-a (4/200
PPROVED hould be deposited in your account	nt on Wednesday Febr	uary 14, 2007. Pi	ease print this request, and r	etain for your
	mes and statements. Conviction may result v 97-255, Financial Integrity Act, 3 ial Security Number (SSN)) which v it Control System (LOCCS) from un bility promptly deleted. Failure to p of the SSN is voluntary, HUD uses or released outside of HUD, except <b>PPROVED</b> hould be deposited in your accou	13. Signature 13. Signature v 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes ial Security Number (SSN)) which will be used by HUD to pro- it Control System (LOCCS) from unauthorized access. The d bility promptly deleted. Failure to provide the information requ- of the SSN is voluntary, HUD uses it as a unique identifier for or released outside of HUD, except as permitted or required to PPROVED hould be deposited in your account on Wednesday Febr	13. Signature 13. Signature 13. Signature 13. Signature 14. Signature 15. Signature 15. Signature 16. Signature 17. Signature 18. U.S.C. 1001, 101 19. Signature 19. Signature	13. Signature       14. Date of Request 02-12-2007         mes and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 3802)         v 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Developm ial Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. It Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no lo bility promptly deleted. Failure to provide the information requested on the form may delay the processing of y of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized acc or released outside of HUD, except as permitted or required by law.         form         PPROVED         hould be deposited in your account on Wednesday February 14, 2007. Please print this request, and r

Figure 4-38. Approved SRA Payment Request

#### 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.

Select t	he checkbo	ox next to the SPC component you wis priate youcher period and Sponsor info	h to draw down against. For SRA/TR rmation, then click submit.	A/PRA components,
<u>/&amp;</u>	Only 1 SR	A/TRA/PRA component is allowed per	voucher request	
7	only i ord		oucher request.	
Grant N	o: MI xxxxx	XX		
	SPC Component	Name	Operating Voucher Period Start Date mm-yyyy	Sponsor
	SRA	Sponsor Rental Assistance	07-14-2006	
	TRA	Tenant Rental Assistance	07-14-2006 01-2000	
	ADMN	Administrative		

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  $\Delta$ . 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.

Have your	HUD-50080 payment voucher f	orm(s) prefilled, in the or	der of selection. N	Mark the checkbe	ox next to each
grant you	are requesting a payment, and	click the submit button.			
Dragram				Doumonto	Available Crant
Area	Grant No.	Authorized	Disbursed	in Process	Balance
Special Ne	eeds Assistance				
SNAP	MI28B302003	525,433.00	436,328.00	0.00	89,105.0
SNAP	MI28B401009	443,940.00	400,145.16	0.00	43,794.8
SNAP	MI28B501004	393,073.00	189,394.00	9,543.00	194,136.0
SNAP	MI28B501005	125,183.00	63,732.00	0.00	61,451.0
SNAP	MI28B501009	443,940.00	166,333.00	0.00	277,607.0
SNAP	MI28B501044	142,014.00	0.00	0.00	142,014.0
Shelter + C	Care				
SPC	MI28C50-2006	315,108.00	0.00	330.95	314,777.0
SPC	MI28C80-2002	843,480.00	824,320.83	700.00	18,459.1
SPC	MI28C90-2001	600,300.00	443,003.72	0.00	157,296.2
SPC	MI28C97-0110	1,474,560.00	597,213.12	0.00	877,346.8
SPC	MI28C97-0113	166,080.00	69,810.16	0.00	96,269.8
SPC	MI28C97-0116	1,585,980.00	988,189.00	0.00	597,791.0

Figure 4-40. SNAP Payment Voucher Selection

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 A next to the BLI number.

hud			Busir	ness Partner	Menu
eLOCCS			Payment	Voucher Entry	Log Off E
enu 🔶 Cance	I Voucher Selectic	n 🗕 Voucher Selection			
			11.C. D		
SNAP Spec	ial Needs Assist	ance	and Urban	Development	
Payment V	oucher	ando	Office of Co	mmunity Planning and Development	
Public reporting b	urden for this collect	ion of information is estimat	ted to average 15 minites per r	response, including the time for reviewing instruction	ons, searching existing data sources, gathering and
naintaining the d currently valid C	ata needed, and cor MB control number.	npleting and reviewing the (	collection of information. This	agency may not collect this information, and you a	are not required to complete this form, unless it displ
UD implementer	the Line of Credit C	Control System/Voice Respo	use System (LOCCS/VRS) to p	rocess requests for payments to grantees. Grant red	injents fill out a youcher form for the applicable HUD
rogram with all t	he necessary informa	tion prior to making a telepi	hone call using a touch tone to	alephone to initiate the drawdown process. This inf	formation is required to obtain benefits under the U.S.
1. Voucher Numb	er	2. LOCCS Porm Area	3	4	
001-*****		SNAP	1990 B		
5. Voice Respons	e No.	6. Grantee Organization			
<voice re<="" td=""><td>sponse No&gt;</td><td><grantee orga<="" td=""><td>inization&gt;</td><td></td><td></td></grantee></td></voice>	sponse No>	<grantee orga<="" td=""><td>inization&gt;</td><td></td><td></td></grantee>	inization>		
8. Grant or Projec	t No.	6a. Grantee Organization	TIN		
RLL RLL	roject No>	Namo	Authorized	Available Drawdown Balanco	BLI Drawdown Amount
1010	Acquisition	vanie	1 000 00	Available Drawdown Datalice	DEI Diawdown Amount
1020	1010 Acquisition		1,000,00	1,000,00	
1020	Kenaoliitation	-2010	1,000,00		
1050	Supportive Serv	ices	133,252.00	133,252.00	1,000.
1060 🖄	Administrative		6,762.00	6,762.00	0.
		Total:	142,014.00	142,014.00	1,000
			funds against any of these	BLI's - (mm/yyyy) 01/2007	
An Oper	ating Start Date is	required if requesting			
An Oper	ating Start Date is	required if requesting		800 00 00	
An Oper	ating Start Date is eported and funds re	quested on this voucher are	correct and the amount reque	sted is not in excess of immediate disbursement ne	eeds for this program. In the event the funds provided
An Open oertify the data r become more that 11. Name & Phor	eported and funds re n necessary, such ex e Number of Person	quested on this voucher are coss will be promptly returned completing this form	correct and the amount reque ad, as directed by HUD. 2. Name & Title of Authorized	isted is not in excess of immediate disbursement ne	seds for this program. In the event the funds provided
An Open oertify the data r become more tha 11. Name & Phor	ating Start Date is eported and funds re n necessary, such ex e Number of Person	a required if requesting quested on this voucher are coss will be promptly returne completing this form	correct and the amount reque ed, as directed by HUD. 12. Name & Title of Authorized	isted is not in excess of immediate disbursement ne I Signatory	eeds for this program. In the event the funds provided
An Open oertify the data r become more tha 11. Name & Phor <user na<="" td=""><td>ating Start Date is eported and funds re n necessary, such ex e Number of Person me&gt;</td><td>s required if requesting quested on this voucher are coss will be promptly returne completing this form</td><td>correct and the amount reque ed, as directed by HUD. 12. Name &amp; Title of Authorized 13. Signature</td><td>isted is not in excess of immediate disbursement ne I Signatory</td><td>eeds for this program. In the event the funds provided 14. Date of Request 02-09-2007</td></user>	ating Start Date is eported and funds re n necessary, such ex e Number of Person me>	s required if requesting quested on this voucher are coss will be promptly returne completing this form	correct and the amount reque ed, as directed by HUD. 12. Name & Title of Authorized 13. Signature	isted is not in excess of immediate disbursement ne I Signatory	eeds for this program. In the event the funds provided 14. Date of Request 02-09-2007

Figure 4-41. SNAP Payment Voucher Entry

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.

hud		Business Par Payment Vouche	rtner r Entry		Menu A Log Off Bo
enu 🛶 Voucher Selectio	n 👄 Voucher Entry	Tuyment Fouche	I Linti y		
LOCCS	Assistance	U.S. Department of I and Urban Developr	Housing nent		
Payment Voucher Public reporting burden for the naintaining the data needed corrently valid OMB control	<ul> <li>collection of information is estimated to ave and completing and reviewing the collection number.</li> </ul>	Office of Community F erage 15 minites per response, ind n of information. This agency may	Planning and Develo luding the time for revie not collect this informat	pment wing instructions, searching existing da ion, and you are not required to compl	ta sources, gathering and ete this form, unless it display
UD implemented the Line or rogram with all the necessary lousing Act of 1937, as amer	f Credit Control System/Voice Response Syste y information prior to making a telephone cal ided. The information requested does not len	ern (LOCCS/VRS) to process reques I using a touch tone telephone to i d itself to confidentiality.	sts for payments to grant initiate the drawdown pr	ees. Grant recipients fill out a voucher f ocess. This information is required to ot	form for the applicable HUD btain benefits under the U.S.
1. Voucher Number <b> Voucher No&gt;</b>	2. LOCCS Pgrm Area	3		4	
5. Voice Response No.	6. Grantee Organization				
<voice response<="" td=""><td>No&gt; <grantee organizatio<="" td=""><td>n&gt;</td><td></td><td></td><td></td></grantee></td></voice>	No> <grantee organizatio<="" td=""><td>n&gt;</td><td></td><td></td><td></td></grantee>	n>			
8. Grant or Project No. <grant no="" project=""></grant>	6a. Grantee Organization TIN <grant organization="" t<="" td=""><td>ax ID&gt;</td><td></td><td></td><td></td></grant>	ax ID>			
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.0
	Total:	133,252.00	1.000.00	132,252.00	1,000.0
certify the data reported and become more than necessary 11. Name & Phone Number of	I funds requested on this voucher are correct a , such excess will be promptly returned, as dir of Person completing this form	and the amount requested is not in ected by HUD.	excess of immediate di Signatory	sbursement needs for this program. In t	he event the funds provided
<user name=""></user>		13. Signature		14. Date of Request 02-07-2007	
Naming: HUD will prosecute Privacy Statement: Pu the information (except is to safeguard the Line LOCCS have their accee to LOCCS. While the pr will not be otherwise dis	false claimes and statements. Conviction may falsic Law 97-255, Financial Integrity A the Social Security Number (SSN)) w of Credit Control System (LOCCS) fr ss capability promptly deleted. Failur ovision of the SSN is voluntary, HUD closed or released outside of HUD, e	vesult in oriminal and/or civil pen Act, 31 U.S.C. 3512, authori hich will be used by HUD to om unauthorized access. Th e to provide the information uses it as a unique identifie except as permitted or requir	elties. (18 U.S.C. 1001, zes the Department o protect disbursem he data are used to requested on the foi r for safeguarding th red by law.	1010, 1012,; 31 U.S.C.3729, 3802) t of Housing and Urban Developr ent data from fraudulent actions ensure that individuals who no I rm may delay the processing of ne LOCCS from unauthorized ac	nent (HUD) to collect al The purpose of the dat onger require access to your approval for acces cess. This information
				form	1 HUD-50080-SNAP-a (4/200

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.

Public resolution       Pu	SNAP Special Needs	Assistance	U.S. Department of I and Urban Developr Office of Community F	Housing nent Planning and Develo	pment	
UD Implemented the Line of Credit Control System/Voice Response System (LOCCS/VR5) to process for payments to grantees. Grant recipients fill out a voucher form for the applicable program with all the necessary information prior to making at telephone cell using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under tousing at dot of 1937, as amended. The information requested does not lend itself to confidentiality.         1. Voucher Number       2. LOCCS Pgm Area       3       4         Voice Response No.       6. Grantee Organization       4         Voice Response No.       6. Grantee Organization TIN       Carant Organization TIN         Grant Organization Tax ID>       6. Grantee Organization Tax ID>       4         Budget Line Item       Name       Authorized       Disbursed       Available Balance       Voucher Am         1050       Supportive Services       133,252.00       1,000.00       132,252.00       1         1 detify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds proceed more than necessary, such excess will be promptly returned, as directed by HUD.       12. Name & Title of Authorized Signatory         11. Name & Phone Number of Person completing this form       12. Name & Title of Authorized Signatory       14. Date of Request         13. Signature       14. Date of Request       02-07-2007/       02-07-2007/	Public reporting burden for thi maintaining the data needed, a currently valid OMB control	s collection of information is estimated to av and completing and reviewing the collectio number.	rerage 15 minites per response, inc n of information. This agency may	luding the time for revie not collect this informa	ewing instructions, searching existing da tion, and you are not required to compl	ta sources, gathering and ete this form, unless it display
1. Voucher Number       2. LOCCS Pgrm Area       3       4         Voucher No>       SNAP       4         5. Voice Response No.       6. Grantee Organization       Grantee Organization         «Voice Response No.       6. Grantee Organization       Grantee Organization         «Voice Response No.       6. Grantee Organization       Grantee Organization         «Grant Organization TN       Grant Organization Tax ID>       6. Grante Organization Tax ID>         Budget Line Item       Name       Authorized       Disbursed       Available Balance       Voucher Am         1050       Supportive Services       133,252.00       1,000.00       132,252.00       1         I oerlify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds predecore more than necessary, such excess will be promptly returned, as directed by HUD.       12. Name & Title of Authorized Signatory         11. Name & Phone Number of Person completing this form       12. Name & Title of Authorized Signatory       14. Date of Request         12. Name & Title of Authorized Signatory       13. Signature       14. Date of Request       02-07-2007	HUD implemented the Line of program with all the necessary Housing Act of 1937, as amen	Credit Control System/Voice Response Syst information prior to making a telephone cal ded. The information requested does not ler	em (LOCCS/VRS) to process reques Il using a touch tone telephone to i nd itself to confidentiality.	its for payments to grant initiate the drawdown pi	tees. Grant recipients fill out a voucher to rocess. This information is required to of	form for the applicable HUD btain benefits under the U.S.
6. Grantee Organization CGrantOProject No: CGrant Organization TIN CGrant Organization TIN CGrant Organization TIN CGrant Organization TIN CGrant Organization TIN CGrant Organization TIN CGrant Organization TAX ID> Budget Line Item Name Authorized Disbursed Available Balance Voucher Am 1050 Supportive Services 133,252.00 1,000.00 132,252.00 1 Total: 133,252.00 1,000.00 132,252.00 1 Coeffy the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds pr become more than necessary, such excess will be promptly returned, as directed by HUD. 11. Name & Phone Number of Person completing this form CUSER Name> 12. Name & Title of Authorized Signatory 13. Signature 14. Date of Request 02-07-2007	1. Voucher Number <b> Voucher No&gt;</b>	2. LOCCS Pgrm Area SNAP	3		4	
Concernessonse No>       Contracted Organization Tix         8. Grant or Project No>       6a. Grante Organization Tax ID>         Budget Line Item       Name       Authorized       Disbursed       Available Balance       Voucher Am         1050       Supportive Services       133,252.00       1,000.00       132,252.00       1         I orritify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds proceeding more than necessary, such excess will be promptly returned, as directed by HUD.         11. Name & Phone Number of Person completing this form       12. Name & Title of Authorized Signatory       14. Date of Request 02-07-2007	5. Voice Response No.	6. Grantee Organization				
Base of Project No.       Carantee Organization TIX <carant no.<="" project="" td="">          Budget Line Item       Name         1050       Supportive Services         1030       Supportive Services         1030       Supportive Services         1031       Total:         1033,252.00       1,000.00         1032,252.00         1033,252.00         11. Name &amp; Phone Number of Person completing this form         12. Name &amp; Title of Authorized Signatory         13. Signature       14. Date of Request 02-07-2007</carant>	<voice response<="" td=""><td>No&gt; Grancee Organizatio</td><td></td><td></td><td></td><td></td></voice>	No> Grancee Organizatio				
Budget Line Item         Name         Authorized         Disbursed         Available Balance         Voucher Am           1050         Supportive Services         133,252.00         1,000.00         132,252.00         1           Total:         133,252.00         1,000.00         132,252.00         1           certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds precome more than necessary, such excess will be promptly returned, as directed by HUD.         12. Name & Title of Authorized Signatory         14. Date of Request         02-07-2007	Grant/Project No.	Grantee Organization TIN	Tax ID>			
1050     Supportive Services     133,252.00     1,000.00     132,252.00     1       Total:     133,252.00     1,000.00     132,252.00     1       oerlify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds precome more than necessary, such excess will be promptly returned, as directed by HUD.     12. Name & Title of Authorized Signatory        12. Name & Title of Authorized Signatory     14. Date of Request     02-07-2007	Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
Total:       133,252.00       1,000.00       132,252.00         certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds precise will be promptly returned, as directed by HUD.         1. Name & Phone Number of Person completing this form       12. Name & Title of Authorized Signatory <user name="">       14. Date of Request 02-07-2007</user>	1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.0
corring the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds precome more than necessary, such excess will be promptly returned, as directed by HUD.         (11. Name & Phone Number of Person completing this form       12. Name & Title of Authorized Signatory         (User Name>)       13. Signature       14. Date of Request         02-07-2007       02-07-2007		Total	: 133,252.00	1,000.00	132,252.00	1,000.0
<user name="">         13. Signature         14. Date of Request           02-07-2007</user>	oertify the data reported and secome more than necessary.	funds requested on this voucher are correct such excess will be promptly returned, as di Person completing this form	and the amount requested is not in rected by HUD. 12. Name & Title of Authorized	excess of immediate d Signatory	isbursement needs for this program. In t	he event the funds provided
	<user name=""></user>		13. Signature		14. Date of Request 02-07-2007	
Warning: HUD will prosecute false claimes and statements. Conviction may result in oriminal and/or divil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802) Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to co the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of 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 acc LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for 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 inform will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.	Warning: HUD will prosecute f <b>Privacy Statement</b> : Put the information (except t is to safeguard the Line LOCCS have their access to LOCCS. While the pr will not be otherwise dis-	alse claimes and statements. Conviction ma blic Law 97-255, Financial Integrity / he Social Security Number (SSN) / of Credit Control System (LOCCS) f is capability promptly deleted. Failu pvision of the SSN is voluntary, HUD closed or released outside of HUD, +	v result in oriminal and/or divil pen Act, 31 U.S.C. 3512, authori which will be used by HUD to rom unauthorized access. The re to provide the information 0 uses it as a unique identifie except as permitted or require	alties. (18 U.S.C. 1001, zes the Departmen o protect disbursem he data are used to requested on the fo r for safeguarding the red by law.	1010, 1012.; 31 U.S.C.3729, 3802) t of Housing and Urban Develop rent data from fraudulent actions ensure that individuals who no I rm may delay the processing of he LOCCS from unauthorized ac	ment (HUD) to collect al . The purpose of the dat onger require access to your approval for acces: ccess. This information

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.

eLOCCS		Business Pa	artner		Menu A
		Payment Vouche	er Entry		Log Off Bo
lenu 🔶 Voucher Selectio	in 🖶 Voucher Entry				
eLOCCS		U.S. Department of	Housing		
SNAP Special Needs	Assistance	and Urban Develop	ment		
Payment Voucher		Office of Community I	Planning and Develo	pment	
Public reporting burden for the naintaining the data needed a currently valid OMB control	is collection of information is estimated to a , and completing and reviewing the collecti number.	werage 15 minites per response, ind on of information. This agency may	duding the time for revie r not collect this informat	wing instructions, searching existing da ion, and you are not required to compl	ata sources, gathering and lete this form, unless it displa
HUD implemented the Line of program with all the necessary Housing Act of 1937, as amen	f Credit Control System/Voice Response Sys y information prior to making a telephone or ided. The information requested does not le	stem (LOCCS/VRS) to process reque all using a touch tone telephone to and itself to confidentiality.	sts for payments to grant initiate the drawdown pr	ees. Grant recipients fill out a voucher ocess. This information is required to o	form for the applicable HUD obtain benefits under the U.S.
1. Voucher Number	2. LOCCS Pgrm Area	3		4	
5. Voice Response No.	6. Grantee Organization				
<voice n<="" response="" td=""><td>Vo&gt; <grantee organi<="" td=""><td>zation&gt;</td><td></td><td></td><td></td></grantee></td></voice>	Vo> <grantee organi<="" td=""><td>zation&gt;</td><td></td><td></td><td></td></grantee>	zation>			
3. Grant or Project No.	6a. Grantee Organization TIN				
<grant no="" project=""></grant>	<grantee organizatio<="" td=""><td>on Tin&gt;</td><td></td><td></td><td></td></grantee>	on Tin>			
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	135,252.00	95,824.00	39,428.00	50,000.0
	Tota	1: 135,252,00	95.824.00	39,428,00	50.000.
14 Marsa & Phane Mumbers					
rit, Name & Fridhe Number (	of Person completing this form	12. Name & Title of Authorized	Signatory		
<user name=""></user>	of Person completing this form	12. Name & Title of Authorized	Signatory	14. Date of Request	
<user name=""></user>	of Person completing this form	12. Name & Title of Authorized	Signatory	14. Date of Request 04-30-2007	
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Figure 4-44. SNAP Voucher Payment Request Rejected

## 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.

grant you	HUD-50080 payment voucher f are requesting a payment, and (	form(s) prefilled, in the or click the submit button.	der of selection. I	lark the checkbo	ox next to each
				-	
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Housing G	Green Retrofit Program				
HGRP	PAE1FEEGRANT	4,000,000.00	0.00	0.00	4,000,000.00

Figure 4-45. Payment Voucher Selection Form for ARRA

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.

Ear A	dminiatro	tive Travel du	rows (2.14P.CPP) poleot the [Administrati	ive Draw Only aboatch	<b>.</b>
Fora	n Asset-S	Specific draw,	select the checkbox next to the Property	Number.	UX.
then	click the	Submit buttor	1		
Grant		*****			
Statit	Property	No	Property Name	City	State
	Administrati	ive Draw Only	Troperty nume	City	Juit
	Property	No	Property Name	Fairfax	VA
		.u.	Property Name	Fairfax	VA
	u		Property Name	Fairfax	VA
	w		Property Name	Faitfax	VA
			Property Name	Fairfax	VA
	л		Property Name	Fairfax	VA
			Property Name	Fairfax	VA
		W	Property Name	Fairfax	VA
	."		Property Name	Fairfax	VA
	**	8	Property Name	Fairfax	VA
			Property Name	Fairfax	VA
	W		Property Name	Faitfax	VA
			Property Name	Fairfax	VA
		W	Property Name	Fairfax	VA
	"	"	Property Name	Fairfax	VA
			Property Name	Fairfax	VA
	"		Property Name	Fairfax	VA

Figure 4-46. Administrative Draw Property Selection

hud			Business Pa Payment Vouch	rtner 1er Entry		<u>Menu A</u> Log Off Bo	
enu	Selection 🔶	Voucher Entry	216				
PLOCCS HGRP Housin Payment Vo Public reporting bur naintaining the data a currently valid OM HUD implemented th	ng Green Retr DUCher den for this colle a needed, and c B control numbe he Line of Credi	rofit Program information is estimated to avera completing and reviewing the collection of er. t Control System/Voice Response System	U.S. Department of and Urban Develo Office of Housing sige 15 minites per response, i f information. This agency m (LOCCS/VRS) to process req	f Housing pment naluding the time for reviewing instructions, s ay not collect this information, and you are n uests for payments to grantees. Grant recipier	earching existing data source of required to complete this f its fill out a voucher form for	is, gathering and orm, unless it display he applicable HUD	
xogram with all the necessary information prior to making a telephone call u lousing Act of 1937, as amended. The information requested does not lend 1. Voucher Number 2. LOCCS Pgrm Area		itself to confidentiality.		ation is required to obtain benefits under the U.S.			
5. Voice Response N	No.	6. Grantee Organization					
n/a		Grantee Organization N	lame				
PAEXXXXXX	XXXX	6a. Grantee Organization TIN XX-XXXXXXXX					
BLI		Name	Authorized	Available Drawdown Balance	BLI Drawdow	n Amount	
0001 角	Operating 1	Budget	4,000,000.00	4,000,000.00			
0010	Admin Trav	rel (2.14B-GRP)	0.00	0.00		500.0	
0100 角	Green Phys	sical Assess Rpt	0.00	0.00			
0110 角	Energy Aud	lit	0.00	0.00			
0120 角	IPM Report	i i i i i i i i i i i i i i i i i i i	0.00	0.00			
0130 角	Recording	Costs	0.00	0.00			
0140 角	Title Bring	-Down Expense	0.00	0.00			
0150 角	Legal Counsel		0.00	0.00			
0160 角	GRP Travel	l (2.14A-GRP)	0.00	0.00			
0170 角	Other Subcontractors		0.00	0.00			
0180 角	Other		0.00	0.00			
0200 🗎	Init Feasibi	lity Assess	0.00	0.00	1		
0210 🗎	Plan Approved by Director		0.00	0.00			
0220 🗎	Closing and Doc Distr		0.00	0.00			
0300	Due Diliger	nce Incent Fee	0.00	0.00			
0310 🗎	Closing Inc	entive Fee	0.00	0.00			
certify the data rep ecome more than r 1. Name & Phone I	orted and funds necessary, such ( Number of Perso	requested on this voucher are correct an excess will be promptly returned, as direct on completing this form	the amount requested is not ted by HUD. 12. Name & Title of Authoriz	in excess of immediate disbursement needs	for this program. In the event	the funds provided	
Grantee							
			13. Signature 14. Date of Request 05-20-2009				
Arning: HUD will p Privacy Statem he information (r s to safeguard tl OCCS have the o LOCCS. While ill not be otherv	rosecute false d nent: Public L except the So he Line of Cro eir access cap e the provisio wise disclose	laimes and statements. Conviction may n .aw 97-255, Financial Integrity Ao cical Security Number (SSN)) wh edit Control System (LOCCS) fror pability promptly deleted. Failure n of the SSN is voluntary, HUD u d or released outside of HUD, ex	esult in oriminal and/or civil p t, 31 U.S.C. 3512, auth ich will be used by HUD n unauthorized access. to provide the informatio ses it as a unique identi cept as permitted or req	enalties. (18 U.S.C. 1001, 1010, 1012,; 31 U. orizes the Department of Housing and to protect disbursement data from fir. The data are used to ensure that ind n requested on the form may delay th fier for safeguarding the LOCCS from uired by law.	s.c.3729, 3802) d Urban Development (H audulent actions. The p ividuals who no longer n ne processing of your a unauthorized access.	IUD) to collect al urpose of the dat equire access to pproval for acces This information	
					form HUD-50	1080-HGRP-a (4/200	
			Submit Reset	Cancel			

Figure 4-47. Housing Green Retrofit Program Voucher Entry

(Figure 4-48) indicates the Payment Request was accepted and HUD review is required for program area "HGRP".

This Payment Request was ACCEPTED, however HUD review is required because					
All vouchers for program area "HGRP" require review.					
This voucher will not be paid without review and approval by HUD personnel. Please call your HUD office to assist in this review process.					
Figure 4-48. Payment Request Accepted					

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).

- For a	n Asset.	Specific dra	draws (2.14B-GRP), select the Administration of the Property	ive Draw Only] checkb	ox.
- then	click the	Submit but	ton	indinipol.	
Grant	No: PAE	xxxxxxx	(X		
	Property	/ No.	Property Name	City	State
	Administra	tive Draw Only			
	Property	y No	Property Name	Fairfax	VA
	ж	9	Property Name	Fairfax	VA
	U		Property Name	Fairfax	VA
	u.	30.5	Property Name	Fairfax	VA
			Property Name	Fairfax	VA
	н.		Property Name	Fairfax	VA
		"	Property Name	Fairfax	VA
			Property Name	Fairfax	VA
	"		Property Name	Fairfax	VA
	0	н	Property Name	Fairfax	VA
		u.	Property Name	Fairfax	VA
	**	н	Property Name	Fairfax	VA
	"		Property Name	Fairfax	VA
	"	н	Property Name	Fairfax	VA
		н	Property Name	Fairfax	VA
			Property Name	Fairfax	VA
			Property Name	Fairfax	VA

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.

eLOCCS HGRP Housing Green Retrofit Program Payment Voucher			U.S. Department o and Urban Develo Office of Housing	U.S. Department of Housing and Urban Development Office of Housing			
ublic reporting bu naintaining the da currently valid Of	rden for this collect ta needed, and co MB control numbe	tion of information is estimated to av impleting and reviewing the collection r.	verage 15 minites per response, i on of information. This agency m	ncluding the time for reviewing instructions, sea ay not collect this information, and you are not	rching existing data sources, gathering and required to complete this form, unless it display		
IUD implemented rogram with all th lousing Act of 193	the Line of Credit e necessary inform 7, as amended. T	Control System/Voice Response Syst ation prior to making a telephone ca he information requested does not le	tem (LOCCS/VRS) to process requ III using a touch tone telephone t ind itself to confidentiality.	uests for payments to grantees. Grant recipients to initiate the drawdown process. This information	fill out a voucher form for the applicable HUD on is required to obtain benefits under the U.S.		
. Voucher Numbe 104-*****	ir	2. LOCCS Pgrm Area HGRP	3	4			
5. Voice Response No. 6. Grantee Organization		n Name					
Grant / Property	No.	6a. Grantee Organization TIN / F XX-XXXX Property	Property Information XXXX Name				
BLI		Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount		
0001	Operating E	udget	4,000,000.00	4,000,000.00			
0010	Admin Trav	21 (2.14B-GRP)	0.00	0.00			
0100	Green Physical Assess Rpt		0.00	0.00	0.0		
0110	Energy Audit		0.00	0.00	200.0		
0120	IPM Report		0.00	0.00	0.0		
0130	Recording Costs		0.00	0.00	100.0		
0140	Title Bring-Down Expense		0.00	0.00	400.0		
0150	CPR Turnel (214A CPR)		0.00	0.00	0.0		
0100	GKP Travel (2.14A-GRP)		0.00	0.00	0.0		
01/0	Other		0.00	0.00	0.0		
0100	Init Feesibility Assess		0.00	0.00	0.0		
0200	Plan Annroved by Director		0.00	0.00	0.0		
0210	Closing and Doc Distr		0.00	0.00	0.0		
0300	Due Diligen	ce Incent Fee	0.00	0.00	0.0		
0310	Clasing Inc.	entive Fee	0.00	0.00	0.0		
0510	crosing me	Tota	al: 4.000.000.00	4.000.000.00	600.0		
pertify the data re acome more than	ported and funds in necessary, such e	equested on this voucher are correct xcess will be promptly returned, as di	and the amount requested is not irected by HUD.	in excess of immediate disbursement needs for	this program. In the event the funds provided		
1. Name & Phone	Number of Perso	1 completing this form	12. Name & Title of Authoriz	ed Signatory			
Grantee			13. Signature	13. Signature 14. Date of Request 05-20-2009			
arning: HUD will rivacy Stater he information to safeguard OCCS have th b LOCCS. Wh ill not be othe	prosecute false da nent: Public L (except the So the Line of Cre eir access cap ile the provision rwise disclosed	times and statements. Convidion ma aw 97-255, Financial Integrity, cial Security Number (SSN)) v dit Control System (LOCCS) f ability promptly deleted. Failu of the SSN is voluntary, HUC d or released outside of HUD,	ay result in criminal and/or civil p Act, 31 U.S.C. 3512, auth which will be used by HUD from unauthorized access. re to provide the informatio U uses it as a unique identii except as permitted or requ	enalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S. prizes the Department of Housing and i to protect disbursement data from frau. The data are used to ensure that indivi n requested on the form may delay the fier for safeguarding the LOCCS from u uired by law.	C.3729, 3802) Urban Development (HUD) to collect al Idulent actions. The purpose of the dat duals who no longer require access to processing of your approval for acces nauthorized access. This information		

Figure 4-50. Asset Specific Property Selection for Payment Voucher Entry

## 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 <a href="https://www.hud.gov/sites/documents/ELOCCS\_S235ANDS236\_GUIDE.PDF">https://www.hud.gov/sites/documents/ELOCCS\_S235ANDS236\_GUIDE.PDF</a>

## 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 <u>REAC Technical Assistance Center</u> at 1-(888) 245-4860 for the following questions or issues;
  - 1) I have registered for a Secure Systems <u>Coordinator ID</u> 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 <u>Approving Official</u> (Secure Systems Coordinator) for the following questions or issues;
  - 1) I have registered for a Secure Systems <u>User ID</u> 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.
  - 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, <u>you will have to submit a new 27054e for reinstatement</u> and forward to the HUD program officer assigned to your organization. The 1<sup>st</sup> 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." <u>you will</u> <u>have to submit a new 27054e for reinstatement</u>. 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. Reference Access Guidelines for Business Partners for <u>detailed instructions</u> on changing Approving Officials. See links section 5.2 for link to Access Guidelines for Business Partners.

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

Help Desk	System	Contact
PIH REAC Technical Assistance	Secure Systems	888- 245-4860
TRACS	TRACS	800-767-7588
eLOCCS Mailbox	LOCCS	eLOCCS@hud.gov
Only email this mailbox if your local program office can't help		

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

## 5.2 LOCCS URL Quick References

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

https://www.hud.gov/program\_offices/cfo/finsys/eLOCCS\_access/quick\_reference