



# eLOCCS

# GETTING STARTED GUIDE

*Line of Credit Control System (LOCCS)*

**U.S. Department of Housing and Urban Development**

September 2022

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## **1.0 INTRODUCTION**

## 1.0 INTRODUCTION

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

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## **2.0 REGISTRATION COMPONENTS**

## 2.0 REGISTRATION COMPONENTS

### 2.1 Registration Overview

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

- **Component 1 – Secure Systems Business Partner Registration**

In Secure Systems there are two types of users: “Coordinator” or “User”, and each are associated with an organization or Business Partner. The Business Partner organization must be recognized by Secure Systems, and this is accomplished through the Business Partner Registration process.

**This only needs to occur once for your organization.**

If your organization is **not** registered in Secure Systems then **\*\*DO NOT SKIP THIS COMPONENT\*\***

- **Component 2 – Secure Systems “Coordinator” Registration**

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



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



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

- **Component 3 – Secure Systems “User” Registration**

Individual Users 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 sensitive financial nature. The registration to eLOCCS determines what type of access the user will receive in eLOCCS. This is separate from the Secure Systems registration. Only one ID/password, the Secure System’s ID/password, is needed to access and sign into Secure Systems and eLOCCS. Therefore, the Secure

Systems' registration is needed before the eLOCCS registration. This is called Single Sign On (SSO).

If you are new to LOCCS, then a LOCCS Access Authorization Security Form HUD-27054e must be completed and submitted.



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



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



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

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

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

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

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

Access to the above documents and information and can be found in *Section 5.2 LOCCS URL Quick References*.

## **3.0 SIGNING ON TO eLOCCS**

## 3.0 SIGNING ON TO ELOCCS

### 3.1 What You Need Before Signing On



#### Secure Systems User ID/password

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



#### eLOCCS Links In Secure Systems

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



#### HUD 27054e Form Is Processed

If you do not have eLOCCS access or the appropriate program areas in eLOCCS, see *Section 5.2 for a link to the eLOCCS Registration Guide.*

## 3.2 eLOCCS Log In

### 3.2.1 eLOCCS Access

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

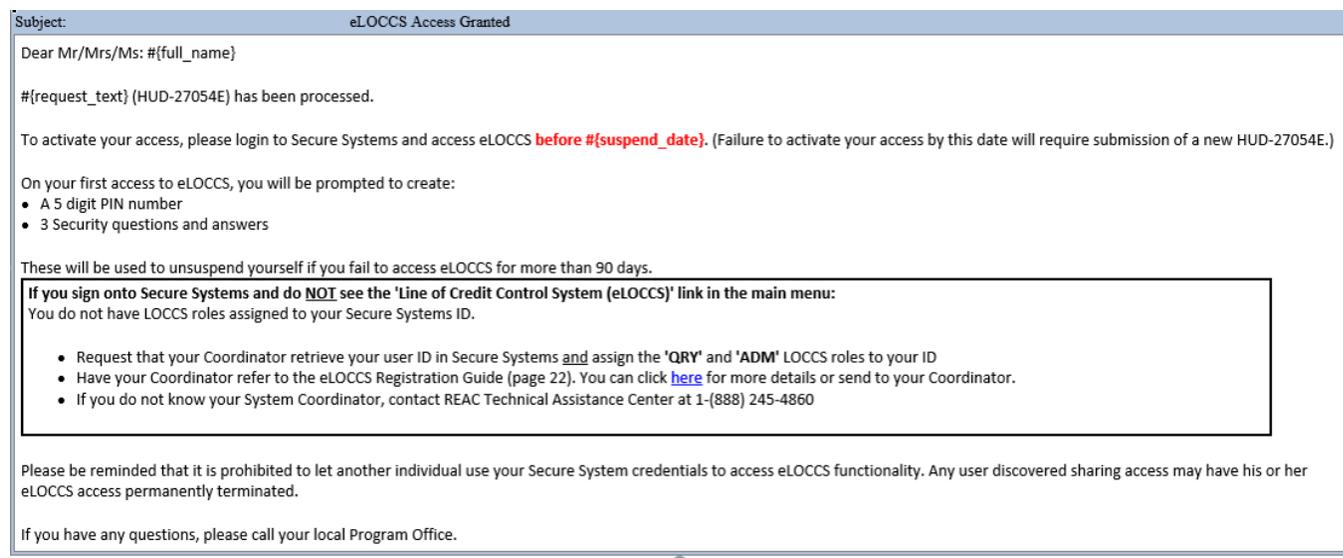


Figure 3–1. eLOCCS Access Email

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](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online)



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

B. Click the <Login here> link.

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



Figure 3–3. Secure Systems Login page

- D. Enter your Secure Systems User ID and Password (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.

The screenshot shows a web page titled "User Login" for "Secure Systems". The page features a blue header with navigation links: "faq | help | search | home | logout". The main content area is white and contains the following text:

### 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.
- (l) 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.).
- (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.

**CERTIFICATION:** 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.

[Content updated January 6, 2018](#)
[Back to Top](#)

**Figure 3–4. Secure Systems Rules of Behavior**

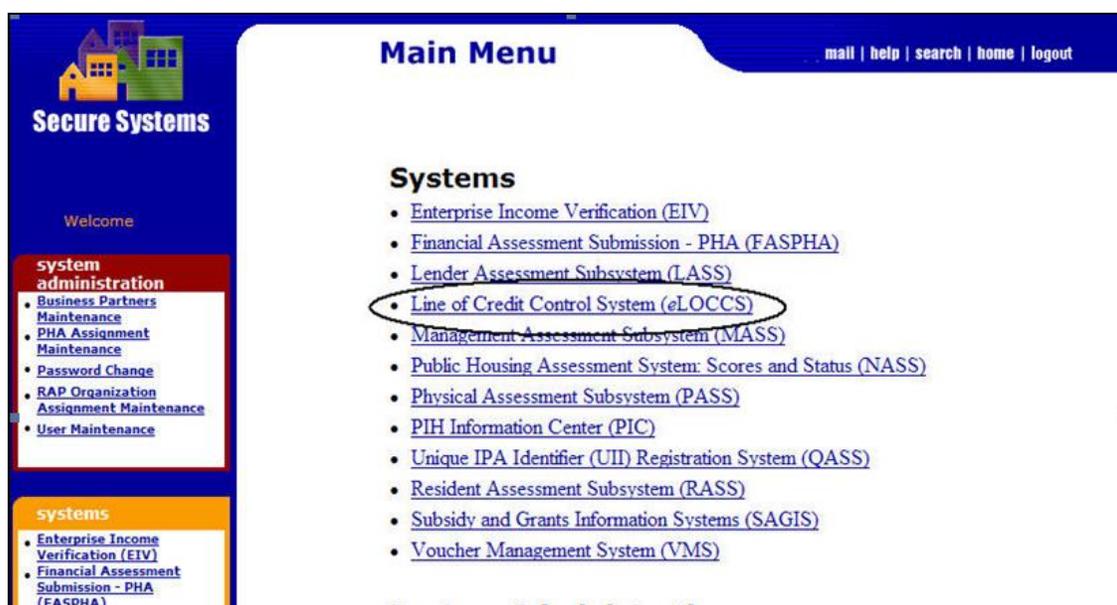
- F. The WASS Warning screen will display. **Note: This screen provides notification for accessing to avoid deactivation and subsequent reapplication.** Click the <Accept> button.



The screenshot shows the 'User Login' page for 'Secure Systems'. The page has a blue header with the 'Secure Systems' logo on the left and navigation links (faq | help | search | home | logout) on the right. A red-bordered box at the top contains a warning: 'You must login at least once every 90 days to maintain an active ID. If you do not login again before 6 Oct 2021, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.' Below this is a red heading 'Legal Warning' followed by text about the Federal Information Protection Act. Another red heading 'Warning Notice' is followed by text about browser compatibility. A third red heading 'Message of the Day' is followed by blue text '\*\*\*\* Attention TEST Users \*\*\*\*', the text 'This is a Test.', and 'We apologize for any inconvenience.' At the bottom, there is a red note: '( Message ID# 85200 - Updated by HWASS0 on Tue Sep 03 08:53:26 EDT 2013 )' and two buttons: 'Accept' and 'Logout'.

Figure 3–5. Secure Systems – Legal Warning

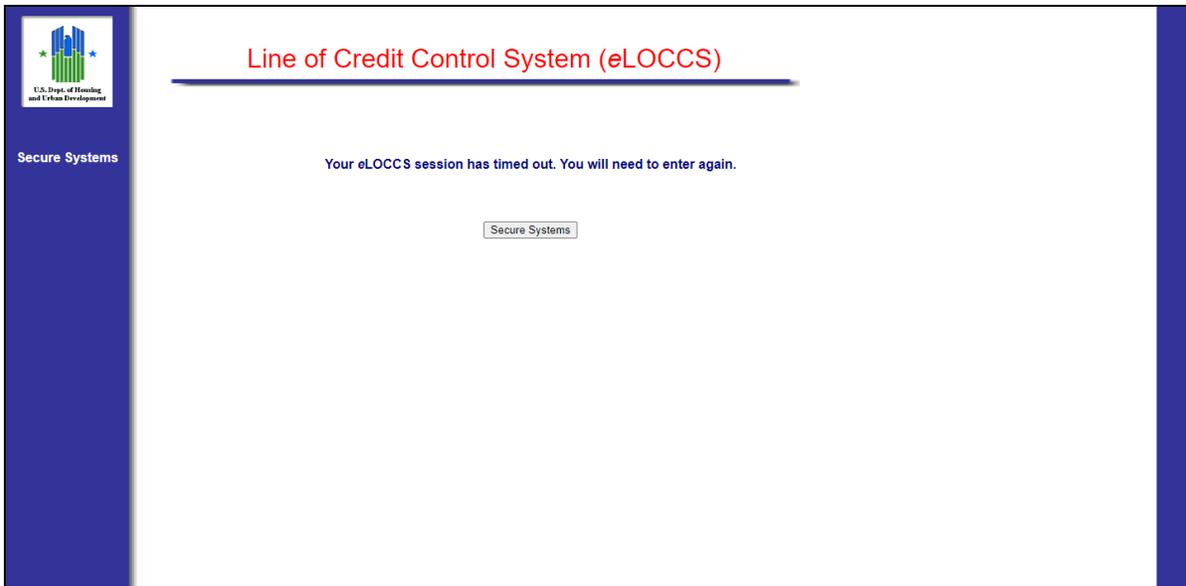
- G. The Secure Systems ‘Main Menu’ screen will display.



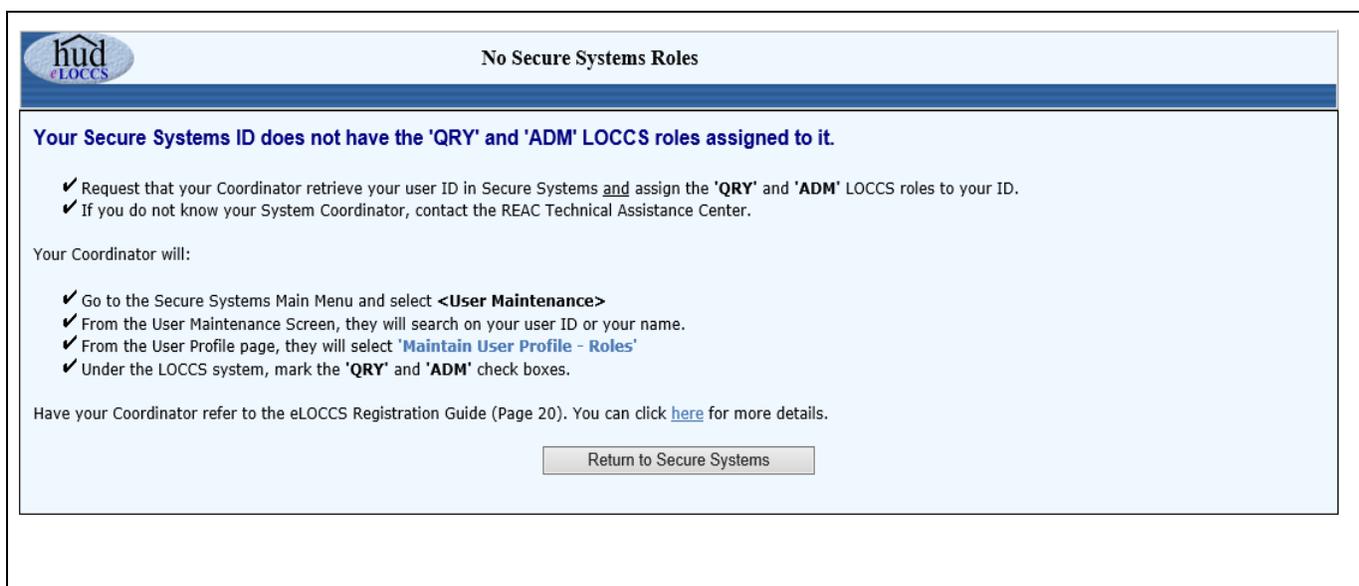
The screenshot shows the 'Main Menu' page for 'Secure Systems'. The page has a blue header with the 'Secure Systems' logo on the left and navigation links (mail | help | search | home | logout) on the right. Below the logo is a 'Welcome' message. On the left side, there are two vertical menus: 'system administration' with links like 'Business Partners Maintenance', 'PHA Assignment Maintenance', 'Password Change', 'RAP Organization Assignment Maintenance', and 'User Maintenance'; and 'systems' with links like 'Enterprise Income Verification (EIV)', 'Financial Assessment Submission - PHA (FASPHA)', and 'Voucher Management System (VMS)'. The main content area is titled 'Main Menu' and contains a section 'Systems' with a list of links: 'Enterprise Income Verification (EIV)', 'Financial Assessment Submission - PHA (FASPHA)', 'Lender Assessment Subsystem (LASS)', 'Line of Credit Control System (eLOCCS)', 'Management Assessment Subsystem (MASS)', 'Public Housing Assessment System: Scores and Status (NASS)', 'Physical Assessment Subsystem (PASS)', 'PIH Information Center (PIC)', 'Unique IPA Identifier (UII) Registration System (QASS)', 'Resident Assessment Subsystem (RASS)', 'Subsidy and Grants Information Systems (SAGIS)', and 'Voucher Management System (VMS)'. The 'Line of Credit Control System (eLOCCS)' link is circled in red.

**Figure 3–6. Secure Systems Menu page**

- H. Select the <Line of Credit Control Systems (eLOCCS) > link
- I. The LOCCS Authorizations page will display. See Section 3.2.3 below for the LOCCS Authorization page.
- J. The eLOCCS system has a non-activity time out after 10 minutes and will automatically log out if it detects no activity by the user. To sign back in click the ‘Secure Systems’ button.

**Figure 3–7. ELOCCS Non-Activity**

- K. If your Secure System’s ID does NOT have the LOCCS ‘ADM’ and ‘QRY’ roles assigned to it the “No Secure System’s Roles” message page will display. This message page will provide instructions for you so as your Approving Official can add the ‘ADM’ and ‘QRY’ roles to your ID.



**No Secure Systems Roles**

**Your Secure Systems ID does not have the 'QRY' and 'ADM' LOCCS roles assigned to it.**

- ✓ Request that your Coordinator retrieve your user ID in Secure Systems and assign the 'QRY' and 'ADM' LOCCS roles to your ID.
- ✓ If you do not know your System Coordinator, contact the REAC Technical Assistance Center.

Your Coordinator will:

- ✓ Go to the Secure Systems Main Menu and select <User Maintenance>
- ✓ From the User Maintenance Screen, they will search on your user ID or your name.
- ✓ From the User Profile page, they will select 'Maintain User Profile - Roles'
- ✓ Under the LOCCS system, 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.



**No eLOCCS Access**

You do not have eLOCCS Access because you either:

1. Did not submit a HUD-27054E form for access or
2. It has not yet been processed by OCFO Security.

eLOCCS access is granted through a HUD-27054E and is separate from the Secure Systems Registration. Access the HUD-27054E [here](#) and;

- ✓ Fill out the form
- ✓ Have your Approving Official sign the form
- ✓ Have the form notarized
- ✓ Send to your local HUD Office for their approval/signature

- The HUD Office will then forward to OCFO Security
- Once entered by OCFO Security, you will receive an email that access has been granted/processed

Refer to the eLOCCS Registration Guide (Component 4) [here](#) 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 Security Questions

HUD IT policy requires all systems (including eLOCCS) to disable access if the user has not signed in for over 90 days. eLOCCS will be enforcing this policy in the near future where your Secure Systems ID will have its eLOCCS access suspended after 90 days of eLOCCS inactivity.

Should your Secure Systems eLOCCS access be disabled, you will have the opportunity to automatically re-enable your eLOCCS access by answering 1 of 3 pre-selected personal security questions. If you are not able to answer any of the security questions correctly, you will be instructed to call LOCCS Security where you will be asked for your personal 5 digit PIN number to be re-enabled.

eLOCCS requires the below 5 digit PIN and 3 Security questions/answers to be on file for all users.

- Once entered, you can review or change your PIN and/or questions/answers any time from the [Your Profile] link.
- You may choose to provide a question/answer pair of your own by selecting the last question (with the icon).
- The [Continue] button will be enabled only after a 5 digit PIN and all 3 questions/answers have been entered.

5-digit PIN:

Your Questions	Your Answers
1) <input checked="" type="checkbox"/> Mother's Maiden Name	<input type="text" value="smith"/>
2) <input checked="" type="checkbox"/> Street you grew up on	<input type="text" value="smith"/>
3) <input checked="" type="checkbox"/> brians last name	<input type="text" value="smith"/>

Click on the checkbox to select the question.

Favorite Flower

Father's Middle Name

Favorite Sports Team

Favorite Vacation Spot

High School you graduated from

Favorite Hobby

Figure 3–10. eLOCCS Security Questions page

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



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.

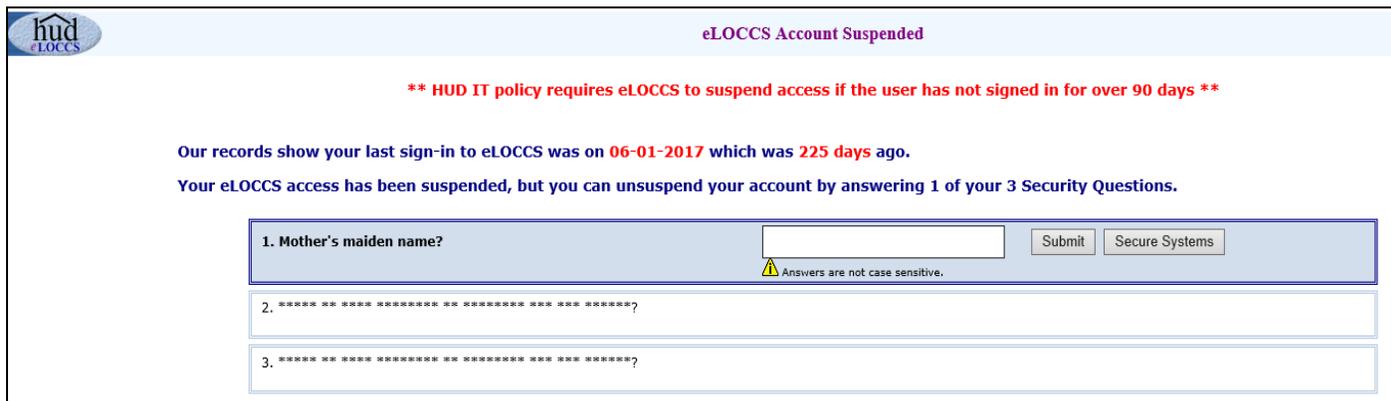


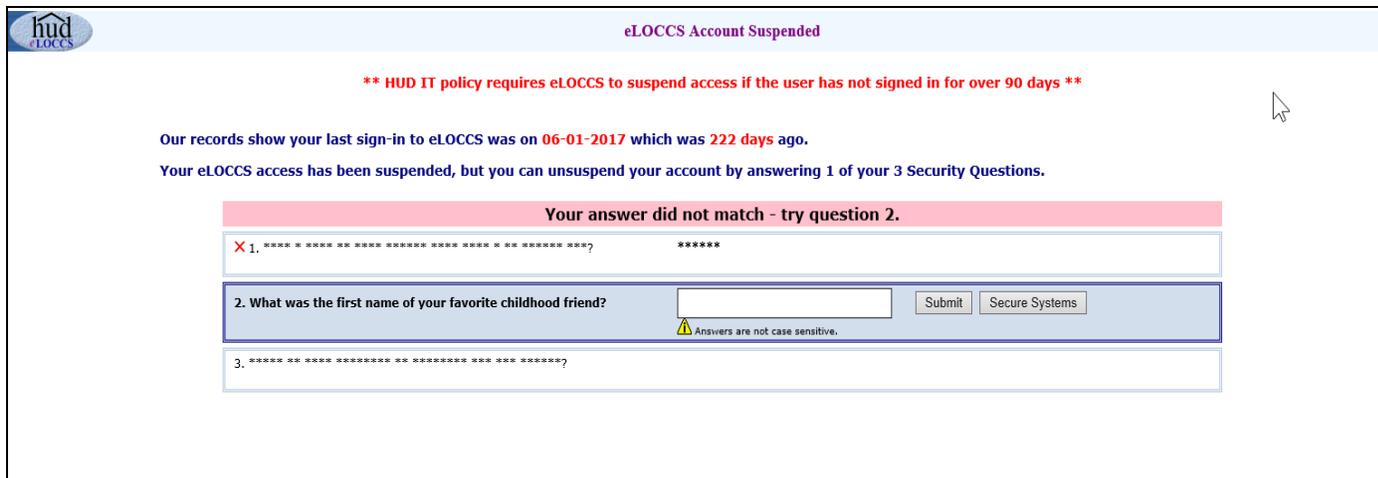
Figure 3–12. eLOCCS Account Suspend page– Answer first question to unsuspend account



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



**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.

Figure 3–14. eLOCCS Security Questions page

- M. Make changes and click the ‘Submit’ button or click the ‘Continue (no changes)’ button and the LOCCS Authorizations page will display. See Section 3.2.3 for the LOCCS Authorizations page.
- N. If you do not correctly answer ANY of the 3 security questions the eLOCCS Account Suspended notification page will display with instructions to call OCFO Security to provide the 5-digit pin to re-activate your account.

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

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



If you don't provide OCFO security with a correct PIN, you will have to submit a new 27054e for reinstatement, 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." you will have to submit a new 27054e for reinstatement. Being terminated in eLOCCS is different than being terminated in Secure Systems. In terminated in Secure Systems after 90 days of inactivity, the user will call the REAC Help Desk at 1-888-245-4860. When logging into Secure Systems, you will receive notification of the required date to login to avoid termination from Secure Systems.



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.



U.S. Dept. of Housing  
and Urban Development

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Secure Systems

[About LOCCS](#)

[FAQ](#)



Send LOCCS your  
questions and comments

## Line of Credit Control System (eLOCCS)

### LOCCS Authorizations

LOCCS authorizations are based upon an approved HUD-27054 on file in the LOCCS Security Office, and/or for S8 Contract Administrators, contract assignments in Secure Systems. Under the Business Partner you are representing, select a program area link for an appropriate set of menu options.

Program Area	Program Area Name	Authorization
<b>(HA Name 1)</b> Org ID: xxxxx    Tax ID: xx-xxxxxxx		
<a href="#">CFP</a>	Capital Fund Program	Drawdown
<a href="#">CIAP</a>	Comprehensive Improvemnt Assistance	Drawdown
<a href="#">OFND</a>	Operating Fund	Drawdown
<a href="#">ROSS</a>	Resident Opport & Self Sufficiency	Drawdown
<b>(HA Name 2)</b> Org ID: xxxxxTax ID:    xx-xxxxxxx		
<a href="#">CFP</a>	Capital Fund Program	Drawdown
<a href="#">CIAP</a>	Comprehensive Improvemnt Assistance	Drawdown
<a href="#">OFND</a>	Operating Fund	Drawdown
<a href="#">VRP</a>	Vacancy Reduction Program	Drawdown

Figure 3–17. LOCCS Authorizations for Program Areas

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## **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.

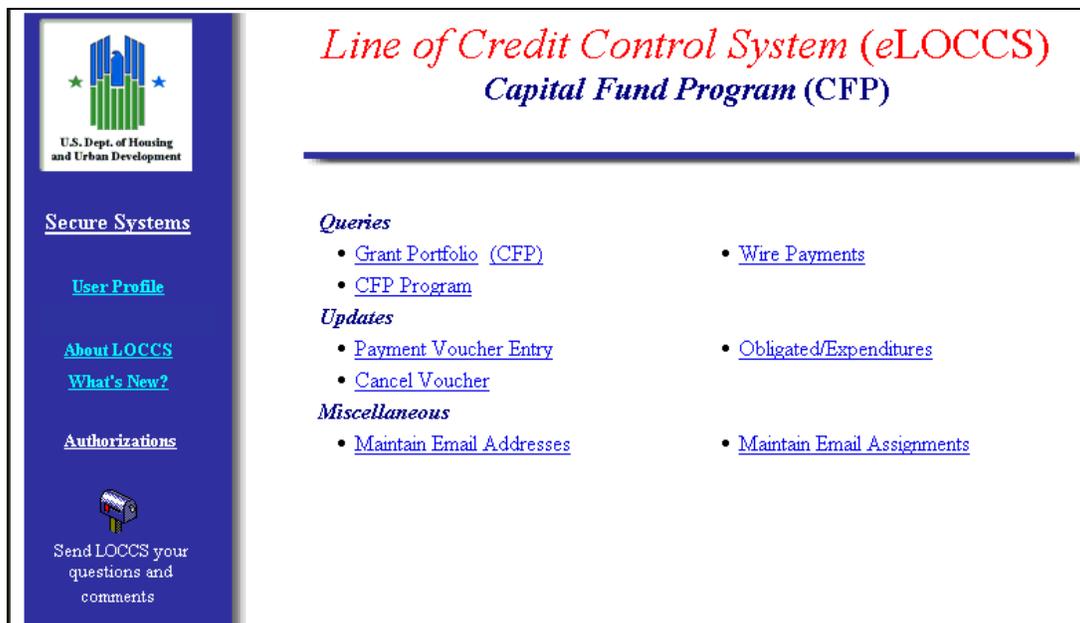


Figure 4-1. eLOCCS Main Menu

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.

[User Profile](#) – Displays user information, roles assigned, and eLOCCS HUD-27054e authority access level.

[About eLOCCS](#) – Displays basic eLOCCS information, hours of operation, points of contact, etc.

[FAQ](#) – Links to a frequently asked questions page.

[Authorizations](#) – Returns to the LOCCS Authorizations screen.

[Mailbox](#) – Provides a link to send questions and comments through an eLOCCS electronic mailbox.

### 4.1.1 User Profile

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

John Doe  
YOUR PROFILE

HUD-27054E LOCCS Security	
<b>User:</b> Doe, John VOLUNTEERS OF AMERICA 933 GOSS AVENUE LOUISVILLE, KY 40217-0000  <b>Phone:</b>  <b>Email:</b>	<b>Approving Official:</b> Doe, John  VOA KENTUCKY-PRES/CEO 570 S FOURTHS ST-STE 100 LOUISVILLE, KY 40202-2048  <b>Phone:</b> (502) 636-4649 <b>Ext:</b>
<b>Effective Date:</b> 1990-11-10	<b>Last access Date:</b> 2017-05-03
<b>Last Certified Date:</b> 2017-02-27	

HUD-27054E Program Area Authorizations		
VOA-KENTUCKY		
SNAP	Special Needs Assistance	Drawdown
VOA-TENNESSEE		
SNAP	Special Needs Assistance	Drawdown

Secure Systems LOCCS Assigned Roles	
ADM	Administrator
QRY	Query

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		
<b>HUD-27054E LOCCS Security</b>		
<b>User:</b> Doe, John VOLUNTEERS OF AMERICA 933 GOSS AVENUE LOUISVILLE, KY 40217-0000  <b>Phone:</b> (502) 636-0771 Ext:  <b>Email:</b> <input type="text"/>	<b>Approving Official:</b> Doe, John  VOA KENTUCKY-PRES/CEO 570 S FOURTHS ST-STE 100 LOUISVILLE, KY 40202-2048  <b>Phone:</b> (502) 636-4649 Ext:	
<b>Effective Date:</b> 1990-11-10	<b>Last access Date:</b> 2017-05-10	<b>Last Certified Date:</b> 2017-02-27
<b>HUD-27054E Program Area Authorizations</b>		
VOA-KENTUCKY		
SNAP	Special Needs Assistance	Drawdown
VOA-TENNESSEE		
SNAP	Special Needs Assistance	Drawdown
<b>Secure Systems LOCCS Assigned Roles</b>		
ADM	Administrator	
QRY	Query	
<input type="button" value="Submit"/> <input type="button" value="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, [john.doe@safehomes.org](mailto:john.doe@safehomes.org) or [johndoe@gmail.com](mailto:johndoe@gmail.com) are acceptable. However, [info@safehomes.org](mailto:info@safehomes.org) is not acceptable.

## 4.1.1.2 Security Questions

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

**John Doe**  
Security Questions

---

**HUD IT policy requires all systems (including eLOCCS) to disable access if the user has not signed in for over 90 days. eLOCCS will be enforcing this policy in the near future where your Secure Systems ID will have its eLOCCS access suspended after 90 days of eLOCCS inactivity.**

Should your Secure Systems eLOCCS access be disabled, you will have the opportunity to automatically re-enable your eLOCCS access by answering 1 of 3 pre-selected personal security questions. If you are not able to answer any of the security questions correctly, you will be instructed to call OCFO Security where you will be asked for your personal 5 digit PIN number to be re-enabled.

5-digit numeric PIN:

	Your Questions	Your Answers
1)	<input checked="" type="checkbox"/> Mother's Maiden Name	smith
2)	<input checked="" type="checkbox"/> Favorite Flower	ROSE
3)	<input checked="" type="checkbox"/> Father's Middle Name	smith

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.

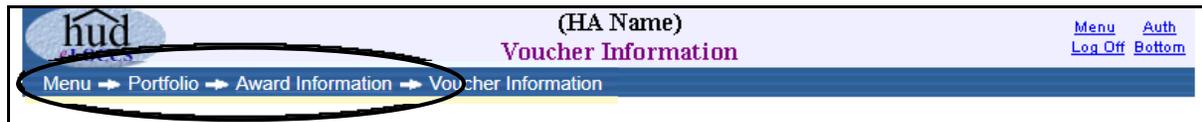


Figure 4-5. Navigation Trail Hyperlinks

## 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 eLOCCS		(HA Name) Portfolio		Menu Auth Log Off Bottom		
Menu → Portfolio						
All Grants		CFP				
<input type="checkbox"/> Show Zero Balance Grants						
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance	
<b>Capital Fund Program</b>						
CFP	<a href="#">XX43P000501-00</a>	1,493,022.00	1,282,924.45	0.00	210,097.55	
CFP	<a href="#">XX43P000501-01</a>	1,523,514.00	94,739.97	0.00	1,428,774.03	
CFP	<a href="#">XX43P000501-02</a>	1,490,800.00	45,000.00	0.00	1,445,800.00	
<b>CFP Subtotal:</b>		<b>\$4,507,336.00</b>	<b>\$1,422,664.42</b>	<b>\$0.00</b>	<b>\$3,084,671.58</b>	
<b>Drug Elimination Grant Program</b>						
DRUG	<a href="#">XX43DEP0000101</a>	252,325.00	127,412.68	0.00	124,912.32	
<b>DRUG Subtotal:</b>		<b>\$252,325.00</b>	<b>\$127,412.68</b>	<b>\$0.00</b>	<b>\$124,912.32</b>	
<b>Operating Fund</b>						
OFND	<a href="#">XX000-001-03S</a> <span style="color: red;">New</span>	1,687,703.00	952,940.00	0.00	734,763.00	
<b>OFND Subtotal:</b>		<b>\$1,687,703.00</b>	<b>\$952,940.00</b>	<b>\$0.00</b>	<b>\$734,763.00</b>	
<b>Resident Opport &amp; Self Sufficiency</b>						
ROSS	<a href="#">XX99RSF000P0161</a>	75,000.00	44,246.30	0.00	30,753.70	
<b>ROSS Subtotal:</b>		<b>\$75,000.00</b>	<b>\$44,246.30</b>	<b>\$0.00</b>	<b>\$30,753.70</b>	
<b>Youth Build</b>						
YB	<a href="#">XX1IMXX0183</a>	375,424.00	11,194.22	0.00	364,229.78	
<b>YB Subtotal:</b>		<b>\$375,424.00</b>	<b>\$11,194.22</b>	<b>\$0.00</b>	<b>\$364,229.78</b>	
<b>Portfolio Totals:</b>		<b>Grants: 7</b>	<b>\$6,897,788.00</b>	<b>\$2,558,457.62</b>	<b>\$0.00</b>	<b>\$4,339,330.38</b>

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.

Contractual Organization	UEI Organization	Award Dates	HUD Funding
Tax ID: 01-0001876 CLINTON HOUSING AUTHORITY 58 FITCH RD CLINTON, MA 01510-1816	UEI: HF4Z WNN6 WDL9 DUNS: 961519576 Tax ID: 01-0001876 CLINTON HOUSING AUTHORITY 58 FITCH RD CLINTON, MA 01510-1816	LOCCS Created: 04-06-2020 POP Start: 03-26-2020 POP End: 03-25-2026 Closeout: Obligation Start: 03-26-2020 Obligation End: 03-25-2024 Disbursement End: 03-25-2026 Pre-Audit: Post-Audit:	Obligated: 218,023.00 Contracted: 218,023.00 LOCCS Authorized: 218,023.00 Authorized: 218,023.00 Disbursed: 0.00 In process: 0.00 Balance: 218,023.00

**Award Status:**  
Late Obligated/Expenditure information! Drawdowns 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.

Status	Line Item	Name	Authorized	Disbursed	Payments in 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
<b>Totals</b>			<b>1,493,022.00</b>	<b>1,204,357.45</b>	<b>0.00</b>	<b>288,664.55</b>

**Actual Available Balance (Less Undisbursable BLIs)**

Figure 4-8. Budget Tab by BLI

hud eLOCCS		(HA Name)		Menu <a href="#">Auth</a> <a href="#">Log Off</a> <a href="#">Bottom</a>		
Grant Information						
Menu → Portfolio → Grant Information						
Grant: XX43P000501-00 (CFP) Capital Fund Program						
General		Budget		Vouchers		
Obl/Exp						
Status	Line Item	Name	Authorized	Disbursed	Payments in Process	Balance
	<b>1406</b>	<b>Operations</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>
		03/01/2001 Voucher <a href="#">092-005165</a>		25,000.00		
	<b>1408</b>	<b>Management Improvement</b>	<b>70,000.00</b>	<b>39,649.80</b>	<b>0.00</b>	<b>30,350.20</b>
		11/14/2000 Voucher <a href="#">092-000707</a>		3,884.00		
		05/24/2002 Voucher <a href="#">092-052920</a>		35,200.00		
		06/13/2002 Voucher <a href="#">092-055767</a>		565.80		
	<b>1410</b>	<b>Administration</b>	<b>102,000.00</b>	<b>102,000.00</b>	<b>0.00</b>	<b>0.00</b>
		06/13/2002 Voucher <a href="#">092-055767</a>		102,000.00		
	<b>1430</b>	<b>Fees &amp; Costs</b>	<b>60,000.00</b>	<b>47,663.26</b>	<b>0.00</b>	<b>12,336.74</b>
		03/21/2001 Voucher <a href="#">092-006458</a>		7,070.00		
		06/13/2002 Voucher <a href="#">092-055767</a>		40,593.26		
	<b>1450</b>	<b>Site Improvement</b>	<b>225,682.00</b>	<b>165,033.00</b>	<b>0.00</b>	<b>60,649.00</b>
		05/01/2002 Voucher <a href="#">092-049801</a>		7,000.00		
		07/02/2002 Voucher <a href="#">092-058673</a>		117,873.00		
		08/07/2002 Voucher <a href="#">092-063780</a>		6,665.00		
		09/03/2002 Voucher <a href="#">092-067376</a>		28,670.00		
		10/28/2002 Voucher <a href="#">092-076824</a>		4,825.00		
	<b>1460</b>	<b>Dwelling Structures</b>	<b>987,612.00</b>	<b>812,110.10</b>	<b>0.00</b>	<b>175,501.90</b>
		12/07/2001 Voucher <a href="#">092-030871</a>		37,050.00		
		12/28/2001 Voucher <a href="#">092-033479</a>		35,725.00		
		01/28/2002 Voucher <a href="#">092-036823</a>		36,370.00		
		03/06/2002 Voucher <a href="#">092-041902</a>		39,596.20		
		04/04/2002 Voucher <a href="#">092-045922</a>		73,946.90		
		05/01/2002 Voucher <a href="#">092-049801</a>		54,410.00		
		05/24/2002 Voucher <a href="#">092-052920</a>		88,560.00		
		07/02/2002 Voucher <a href="#">092-058673</a>		133,917.00		
		08/07/2002 Voucher <a href="#">092-063780</a>		77,217.00		
		09/03/2002 Voucher <a href="#">092-067376</a>		53,060.00		
		10/04/2002 Voucher <a href="#">092-073229</a>		101,478.00		
		10/28/2002 Voucher <a href="#">092-076824</a>		80,780.00		
	<b>1465</b>	<b>Dwelling Equipment</b>	<b>5,728.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,728.00</b>
	<b>1475</b>	<b>Non-Dwelling Equipment</b>	<b>7,000.00</b>	<b>3,342.00</b>	<b>0.00</b>	<b>3,658.00</b>
		06/13/2002 Voucher <a href="#">092-055767</a>		3,342.00		
	<b>1495</b>	<b>Relocation Costs</b>	<b>10,000.00</b>	<b>9,559.29</b>	<b>0.00</b>	<b>440.71</b>
		06/13/2002 Voucher <a href="#">092-055767</a>		9,559.29		
	<b>1502</b>	<b>Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Totals</b>			<b>1,493,022.00</b>	<b>1,204,357.45</b>	<b>0.00</b>	<b>288,664.55</b>

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 .

hud eLOCCS		(HA Name)		Menu <a href="#">Auth</a> <a href="#">Log Off</a> <a href="#">Bottom</a>		
Grant Information						
Menu → Portfolio → Grant Information						
Grant: <b>XX43P000501-00</b> (CFP) Capital Fund Program						
General		Budget		Vouchers		
				Obl/Exp		
✓ Paid						
	Voucher No	Status	Entered	Amount 	Schedule No	Est Deposit Date
1	<a href="#">092-076824</a>	✓	10-28-2002 by e. User	85,605.00	LH9334	10/30/2002
2	<a href="#">092-073229</a>	✓	10-04-2002 by e. User	101,478.00	LH9281	10/08/2002
3	<a href="#">092-067376</a>	✓	09-03-2002 by e. User	81,730.00	LH9183	09/05/2002
4	<a href="#">092-063780</a>	✓	08-07-2002 by e. User	83,882.00	LH9108	08/09/2002
5	<a href="#">092-058673</a>	✓	07-02-2002 by e. User	251,790.00	LH9018	07/05/2002
6	<a href="#">092-055767</a>	✓	06-13-2002 by e. User	156,060.35	LH8962	06/17/2002
7	<a href="#">092-052920</a>	✓	05-24-2002 by e. User	123,760.00	LH8910	05/29/2002
8	<a href="#">092-049801</a>	✓	05-01-2002 by e. User	61,410.00	LH8851	05/03/2002
9	<a href="#">092-045922</a>	✓	04-04-2002 by e. User	73,946.90	LH8773	04/08/2002
10	<a href="#">092-041902</a>	✓	03-06-2002 by e. User	39,596.20	LH8687	03/08/2002
11	<a href="#">092-036823</a>	✓	01-28-2002 by e. User	36,370.00	LH8578	01/30/2002
12	<a href="#">092-033479</a>	✓	12-28-2001 by e. User	35,725.00	LH8521	01/02/2002
13	<a href="#">092-030871</a>	✓	12-07-2001 by e. User	37,050.00	LH8468	12/11/2001
14	<a href="#">092-006458</a>	✓	03-21-2001 by e. User	7,070.00	LH7734	03/23/2001
15	<a href="#">092-005165</a>	✓	03-01-2001 by e. User	25,000.00	LH7683	03/05/2001
16	<a href="#">092-000707</a>	✓	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).

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
12-31-2000	02-20-2001	eLOCCS User	1,493,022.00	5,760.00	0%	5,757.00
03-31-2001	05-04-2001	eLOCCS User	1,493,022.00	89,560.00	5%	36,042.00
06-30-2001	07-18-2001	eLOCCS User	1,493,022.00	89,560.00	5%	71,317.00
09-30-2001	10-30-2001	eLOCCS User	1,493,022.00	1,305,364.00	87%	102,748.00
12-31-2001	03-05-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	222,978.00
03-31-2002	05-07-2002	HUD Staff	1,493,022.00	1,493,022.00	100%	472,061.00
06-30-2002	07-18-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	869,796.54
09-30-2002	10-28-2002	eLOCCS User	<b>1,493,022.00</b>	<b>1,493,022.00</b>	<b>100%</b>	869,796.54
10-31-2002	11-26-2002	eLOCCS User	1,493,022.00	343.00	0%	34.00
11-30-2002	Awaiting Grantee 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.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
CFP	<a href="#">XX43P000501-00</a>	1,493,022.00	1,282,924.45	0.00	210,097.55
CFP	<a href="#">XX43P000501-01</a>	1,523,514.00	94,739.97	0.00	1,428,774.03
CFP	<a href="#">XX43P000501-02</a>	1,490,800.00	45,000.00	0.00	1,445,800.00
<b>Portfolio Totals:</b>	<b>Grants: 3</b>	<b>\$4,507,336.00</b>	<b>\$1,422,664.42</b>	<b>\$0.00</b>	<b>\$3,084,671.58</b>

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).

= Unavailable for drawdown		
	Line Item	Name
1 )	0100	Reserved Budget
2 )	0110	Initial Budget
3 )	1406	Operations
4 )	1408	Management Improvement
5 )	1410	Administration
6 )	1411	Audit Cost
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	Loan Debt Obligation
25 )	9900	Post Audit Adjustment

Figure 4-13. Program Specific BLI Tab

**Obligated/Expenditure**

This information is due monthly for each grant which has not reached its pre-audit date. It is due 5 business days after the reporting period, and must be entered through eLOCCS. Failure to provide this information within 5 days, will result in suspension of drawdowns for all grants in the CFP, COMP, and CIAP programs.

Figure 4-14. Program-Specific Tracked Documents 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 'Next' hyperlink is available at the top column header and bottom of the table to select the next 50 rows (Figure 4-15).

	LOCCS Payment Cycle	No of Grants	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.

	Progam Area	Grant	Voucher	Amount
1	CFP	XX43P000501-00	092076824	85,605.00
2	YB	XX1IMXX0183	051014625	11,194.22
<b>Total:</b>				<b>96,799.22</b>

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).

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
<b>Capital Fund Program</b>					
CFP	<input checked="" type="checkbox"/> XQ29P000501-01	4,756,372.00	2,002,179.11	60,126.59	2,694,066.30
CFP	<input checked="" type="checkbox"/> XQ29P000501-02	4,659,213.00	0.00	0.00	4,659,213.00
CFP	<input type="checkbox"/> XQ29R000501-00	614,281.00	0.00	0.00	614,281.00
CFP	<input type="checkbox"/> XQ29R000501-01	626,836.00	0.00	0.00	626,836.00
CFP	<input type="checkbox"/> XQ29R000501-02	613,583.00	0.00	0.00	613,583.00
<b>Drug Elimination Grant Program</b>					
DRUG	<input type="checkbox"/> XQ29DEP0000100	626,696.00	578,776.28	0.00	47,919.72
DRUG	<input type="checkbox"/> XQ29DEP0000101	688,673.00	524,261.95	0.00	164,411.05
DRUG	<input type="lock"/> XQ29DEP0000198	785,200.00	785,199.96	0.00	.04
• Drawdowns suspended due to a pre-audit status for this grant.					
<b>Operating Fund</b>					
OFND	<input type="checkbox"/> XQ0100003S	3,023,564.00	0.00	0.00	3,023,564.00
<b>Public Housing Development Grants</b>					
PDEV	<input type="checkbox"/> XQ29P000044	1,000,000.00	23,600.30	0.00	976,399.70
<b>Resident Opport &amp; Self Sufficiency</b>					
ROSS	<input type="checkbox"/> XQ01RSV000P0101	55,993.00	46,507.37	0.00	9,485.63
<b>Urban Revitalization Program(Hope6)</b>					
URP	<input type="checkbox"/> XQ29URD0000196	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.



**(HA Name)**  
**Payment Voucher Entry**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Voucher Selection → Voucher Entry

**eLOCCS**  
**CFP** Capital Fund Program  
**Payment Voucher**

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

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

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

1. Voucher Number <b>092-*****</b>	2. LOCCS Pgm Area <b>CFP</b>	3	4
5. Voice Response No. <b>xxxxx-92001</b>	6. Grantee Organization <b>(HA Name)</b>		
8. Grant or Project No. <b>XX39P00050100</b>	6a. Grantee Organization TIN <b>XX-0004034</b>		

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

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

11. Name & Phone Number of Person completing this form <b>eLOCCS User</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>11-27-2002</b>

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50660-CFP-a (4/2000)

Submit
Reset
Cancel

Next Payment
(CFP
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.



(HA Name)  
**Payment Voucher Entry**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Voucher Selection → Voucher Entry

**eLOCCS**  
CFP Capital Fund Program  
**Payment Voucher**

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

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

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

1. Voucher Number <b>092-079183</b>	2. LOCCS Pgm Area <b>CFP</b>	3. <input type="text"/>	4. <input type="text"/>
5. Voice Response No. <b>XXXXX-92001</b>	6. Grantee Organization <b>(HA Name)</b>		
8. Grant or Project No. <b>XX39P00050100</b>	6a. Grantee Organization TIN <b>XX-0004034</b>		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
<b>1408</b>	<b>Management Improvement</b>	<b>182,614.35</b>	<b>181,383.88</b>	<b>1,230.47</b>	<b>2,000.00</b>
<b>Total:</b>		<b>182,614.35</b>	<b>181,383.88</b>	<b>1,230.47</b>	<b>2,000.00</b>

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

11. Name & Phone Number of Person completing this form <b>eLOCCS User</b>	12. Name & Title of Authorized Signatory	
	13. Signature	14. Date of Request <b>11-27-2002</b>

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50040-CFP-a (4/2000)

This Payment Request was **APPROVED..**

A payment of \$2,000.00 should be deposited in your account on Monday December 02, 2002. Please print this request, and retain for your records.

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**

Menu → Cancel Voucher Selection

To select a voucher to cancel, click on the cancel icon

Program Area	Grant No.	Voucher No.	Entered	Amount	Action
<b>Capital Fund Program</b>					
CFP	<a href="#">XX39P000501-00</a>	<a href="#">092-081588</a>	11-25-2002 by <input type="text"/>	691.40	
CFP	<a href="#">XX39P000501-00</a>	<a href="#">092-081590</a>	11-25-2002 by <input type="text"/>	100,203.98	
CFP	<a href="#">XX39P000501-02</a>	<a href="#">092-081816</a>	12-02-2002 by <input type="text"/>	2,000.00	
<b>Drug Elimination Grant Program</b>					
DRUG	<a href="#">XX39DEP0000100</a>	<a href="#">018-152464</a>	12-02-2002 by <input type="text"/>	1,000.00	

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.

(HA Name)  
**Cancel Voucher**

Menu → Cancel Voucher Selection → Cancel Voucher

**Grant:** XX39P000501-02 (CFP) Capital Fund Program

**Voucher No:** 092-081816 **Miscellaneous**

**Amount:** \$2,000.00 eLOCCS Entered by: **User Name**  
on 12-02-2002 at 15:41 EST

**Status:** awaiting payment

BLI	Line Item Name	Amount
1408	Management Improvement	2,000.00
<b>Total:</b>		<b>2,000.00</b>

**Cancel reason:**

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) Menu Auth  
Log Off Bottom

**Obligated/Expenditure Status**

Menu → Oblig/Exp Status

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 must be reported 1st.

Grant Number	Obligation End	Reporting		LOCCS Authorized	Cumulative PHA Obligated	LOCCS Disbursed	Cumulative PHA Expended
		Period	Due				
<b>Capital Fund Program (CFP)</b>							
<a href="#">XX43P000501-00</a>	09-30-2002	<a href="#">11-30-2002</a>	12-06-2002	\$1,493,022.00	-	\$1,204,357.45	-
<a href="#">XX43P000501-01</a>	09-30-2003	<a href="#">10-31-2002</a>	11-07-2002	\$1,523,514.00	-	\$94,739.97	-
		<a href="#">11-30-2002</a>	12-06-2002	\$1,523,514.00	-	\$94,739.97	-
<a href="#">XX43P000501-02</a>	07-10-2004	<a href="#">11-30-2002</a> ✓	12-06-2002	\$1,490,800.00	\$1,311,000.00	87%	\$45,000.00

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) Menu Auth  
Log Off Bottom

**Obligated/Expenditure Update**

Menu → Oblig/Exp Status → Oblig/Exp Update

Grant: XX43P000501-00 Capital Fund Program (CFP)

Reporting Period	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended
2002-11-30	1,523,514.00	1,523,514.00	94,739.97	154,535.87
2002-12-31	1,523,514.00	1,523,514.00 <input type="checkbox"/>	94,739.97	154,535.87 <input type="checkbox"/>

Mark the check boxes to duplicate the cumulative amounts from the previous period.

Submit Reset 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.

(HA Name)  
**Maintain Email Addresses**

Menu Auth  
 Log Off Bottom

Menu → Maintain Email Addresses

Use the **Update Primary** button to add/update your organizations primary email address.  
 Use the **Add Additional** button to add any additional email addresses. Don't forget to assign these additional addresses, to a type of email from the **Maintain Email Assignments** option on the main menu.

**PRIMARY Email Address: (Primary receives ALL LOCCS Emails)**

**Name :** (HA Name)  
**Email :**

Update Primary

**ADDITIONAL Email Addresses: (Click the name link to modify or delete)**

	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).

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).

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.

	Name	Email	Phone	Ext.
1	<a href="#">John Henry</a>	JohnH@Cableone.net	(123)-123-4567	10

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.

(HA Name) [Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

**Maintain Email Assignments (CFP)**

Menu → Maintain Email Assignments

By Addressee    By Type of Email

Addresssee	Email	Type of Email	
1. John Henry	JohnH@Cableone.net	Wire Payments Summary	<input checked="" type="checkbox"/>
		Portfolio Action Summary	<input checked="" type="checkbox"/>
		Debt Approval Notification	<input type="checkbox"/>
		Debt Warning	<input type="checkbox"/>

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.

(HA Name) [Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

**Maintain Email Assignments (CFP)**

Menu → Maintain Email Assignments

By Addressee    By Type of Email

Type of Email	Addresssee		Email
1. <a href="#">Wire Payments Summary</a>	John Henry	<input checked="" type="checkbox"/>	JohnH@Cableone.net
2. <a href="#">Portfolio Action Summary</a>	John Henry	<input checked="" type="checkbox"/>	JohnH@Cableone.net
3. Debt Approval Notification	John Henry	<input type="checkbox"/>	JohnH@Cableone.net
4. <a href="#">Debt Warning</a>	John Henry	<input type="checkbox"/>	JohnH@Cableone.net

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 an 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.

<Business Partner>  
 Payment Voucher Selection [Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Voucher Selection

Have your HUD-50080 payment voucher form(s) prefilled, in the order of selection. Mark the checkbox next to each grant you are requesting a payment, and click the submit button.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
<b>Fair Housing Assistance Program</b>					
FAIR	<input type="checkbox"/> FH40XXXX	58,215.00	45,715.00	0.00	12,500.00
FAIR	<input checked="" type="checkbox"/> FH40XXXX	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.



**<Business Partner>**  
**Payment Voucher Entry**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Voucher Selection → Voucher Entry

**eLOCCS** U.S. Department of Housing and Urban Development  
Office of Fair Housing and Equal Opportunity

**FAIR** Fair Housing Assistance Program **Payment Voucher**

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

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

1. Voucher Number <b>050-*****</b>	2. LOCCS Prgm Area <b>FAIR</b>	3. <input type="text"/>	4. <input type="text"/>
5. Voice Response No. <b>12746-xxxx</b>	6. Grantee Organization <b>&lt;Business Partner&gt;</b>		
8. Grant or Project No. <b>FH400 xxxx</b>	6a. Grantee Organization TIN <b>&lt;Tax ID&gt;</b>		

Name	Authorized	Available Drawdown Balance	Drawdown Amount
<b>Grant Balance</b>	60,415.00	60,415.00	<input type="text" value="5,000.00"/>
<b>Total:</b>	60,415.00	60,415.00	5,000.00

I 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 provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form <b>&lt;User Name&gt;</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>02-16-2007</b>

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-FAIR-a (4/2000)

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.*

hud eLOCCS		<Business Partner> Portfolio				Menu Auth Log Off Bottom
Menu → Portfolio						
All Grants		SPC				
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	<input type="checkbox"/> Show Zero Balance Grants Available Balance	
<b>Capital Advance Program</b>						
CAP	<a href="#">121HD030</a>	2,214,100.00	2,186,414.00	0.00	27,686.00	
<b>EDI Special Projects</b>						
EDSI	<a href="#">B02SPM0315</a>	750,000.00	0.00	69,107.00	680,893.00	
<b>CPD's Integrated Disb &amp; Inf System <a href="#">IDIS Vouchers</a></b>						
IDIS	<a href="#">B04UC2-60003</a>	6,543,000.00	5,468,990.33	0.00	1,074,009.67	
IDIS	<a href="#">B05UC2-60003</a>	6,225,637.00	0.00	0.00	6,225,637.00	
IDIS	<a href="#">B06UC2-60003</a>	5,634,469.00	0.00	0.00	5,634,469.00	
IDIS	<a href="#">M01UC2-60213</a>	2,979,000.00	2,474,846.17	0.00	504,153.83	
IDIS	<a href="#">M02UC2-60213</a>	2,974,000.00	1,149,823.17	0.00	1,824,176.83	
IDIS	<a href="#">M03UC2-60213</a>	2,225,817.00	334,680.70	0.00	1,891,136.30	
IDIS	<a href="#">M04UC2-60213</a>	2,478,734.00	257,410.82	0.00	2,221,323.18	
IDIS	<a href="#">M05UC2-60213</a>	2,212,275.00	5,850.99	0.00	2,206,424.01	
IDIS	<a href="#">M06UC2-60213</a>	2,042,162.00	0.00	0.00	2,042,162.00	
IDIS	<a href="#">S05UC2-60003</a>	239,315.00	0.00	0.00	239,315.00	
IDIS	<a href="#">S06UC2-60003</a>	239,464.00	0.00	0.00	239,464.00	
	<b>IDIS Subtotal:</b>	<b>\$33,793,873.00</b>	<b>\$9,691,602.18</b>	<b>\$0.00</b>	<b>\$24,102,270.82</b>	
<b>Special Needs Assistance</b>						
SNAP	<a href="#">MI28B302003</a>	525,433.00	436,328.00	0.00	89,105.00	
SNAP	<a href="#">MI28B401009</a>	443,940.00	400,145.16	0.00	43,794.84	
SNAP	<a href="#">MI28B501004</a>	393,073.00	189,394.00	9,543.00	194,136.00	
SNAP	<a href="#">MI28B501005</a>	125,183.00	63,732.00	0.00	61,451.00	
SNAP	<a href="#">MI28B501009</a>	443,940.00	166,333.00	0.00	277,607.00	
SNAP	<a href="#">MI28B501044</a>	142,014.00	0.00	1,000.00	141,014.00	
	<b>SNAP Subtotal:</b>	<b>\$2,073,583.00</b>	<b>\$1,255,932.16</b>	<b>\$10,543.00</b>	<b>\$807,107.84</b>	
<b>Shelter + Care <a href="#">Show Sponsors</a></b>						
SPC	<a href="#">MI28C30-2000</a> (SRA/TRA)	315,108.00	0.00	2,830.95	312,277.05	
SPC	<a href="#">MI28C80-2002</a> (SRA)	843,480.00	824,320.83	700.00	18,459.17	
SPC	<a href="#">MI28C90-2001</a> (SRA)	600,300.00	443,003.72	0.00	157,296.28	
SPC	<a href="#">MI28C97-0110</a> (PRA)	1,474,560.00	597,213.12	0.00	877,346.88	
SPC	<a href="#">MI28C97-0113</a> (PRA)	166,080.00	69,810.16	0.00	96,269.84	
SPC	<a href="#">MI28C97-0116</a> (SRA)	1,585,980.00	988,189.00	0.00	597,791.00	
	<b>SPC Subtotal:</b>	<b>\$4,985,508.00</b>	<b>\$2,922,536.83</b>	<b>\$3,530.95</b>	<b>\$2,059,440.22</b>	
<b>Portfolio Totals: Grants: 25</b>		<b>\$43,817,064.00</b>	<b>\$16,056,485.17</b>	<b>\$83,180.95</b>	<b>\$27,677,397.88</b>	

Figure 4-32. SPC Grant Portfolio

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

Shelter + Care		<a href="#">Hide Sponsors</a>				
SPC	<a href="#">MI28XXXX</a> (SRA/TRA)	315,108.00	0.00	2,830.95	312,277.05	
	<a href="#">MI28 " "</a> <SRA Business Partner Sponsor>		0.00	2,330.95		
SPC	<a href="#">MI28 " "</a> (SRA)	843,480.00	824,320.83	700.00	18,459.17	
	<a href="#">MI28 " "</a> <SRA Business Partner Sponsor>		824,320.83	500.00		
SPC	<a href="#">MI28 " "</a> (SRA)	600,300.00	443,003.72	0.00	157,296.28	
	<a href="#">MI28 " "</a> <SRA Business Partner Sponsor>		443,003.72	0.00		
SPC	<a href="#">MI28 " "</a> (PRA)	1,474,560.00	597,213.12	0.00	877,346.88	

Figure 4-33. Displaying Names of Shelter Plus Care Sponsors

### 4.3.3 Shelter Plus Care (SPC) Payment Voucher Entry

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

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

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
<b>Special Needs Assistance</b>					
SNAP	<input type="checkbox"/> MI xxxxxxxx	525,433.00	436,328.00	0.00	89,105.00
SNAP	<input type="checkbox"/> MI " "	443,940.00	400,145.16	0.00	43,794.84
SNAP	<input type="checkbox"/> MI " "	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	<input type="checkbox"/> MI " "	125,183.00	63,732.00	0.00	61,451.00
SNAP	<input type="checkbox"/> MI " "	443,940.00	166,333.00	0.00	277,607.00
SNAP	<input type="checkbox"/> MI " "	142,014.00	0.00	0.00	142,014.00
<b>Shelter + Care</b>					
SPC	<input checked="" type="checkbox"/> MI " "	315,108.00	0.00	330.95	314,777.05
SPC	<input type="checkbox"/> MI " "	843,480.00	824,320.83	700.00	18,459.17
SPC	<input type="checkbox"/> MI " "	600,300.00	443,003.72	0.00	157,296.28
SPC	<input type="checkbox"/> MI " "	1,474,560.00	597,213.12	0.00	877,346.88
SPC	<input type="checkbox"/> MI2 " "	166,080.00	69,810.16	0.00	96,269.84
SPC	<input type="checkbox"/> 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.

Business Partner  
SPC Component Selection

Menu → Voucher Selection → Voucher Entry

Select the checkbox next to the SPC component you wish to draw down against. For SRA/TRA/PRA components, provide the appropriate voucher period and Sponsor information, then click submit.

**Only 1 SRA/TRA/PRA component is allowed per voucher request.**

Grant No: <Mlxxxxxxx>

	SPC Component	Name	Operating Start Date	Voucher Period mm-yyyy	Sponsor
<input checked="" type="checkbox"/>	SRA	Sponsor Rental Assistance	07-14-2006	01-2007	DETROIT EAST, INC
<input type="checkbox"/>	TRA	Tenant Rental Assistance	07-14-2006		
<input checked="" type="checkbox"/>	ADMN	Administrative			

Submit Reset Cancel

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.

The screenshot shows a web application interface for 'Business Partner Voucher Selection'. At the top, there is a navigation bar with the HUD eLOCCS logo, the title 'Business Partner Voucher Selection', and links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. Below the navigation bar, a message states: 'Unit and Tenant information is required for the 02-2007 SRA component. If appropriate, click the checkbox to duplicate the 01-2007 reported periods information.' The main content area contains a table with the following data:

<Business Partner/ Grant No>		
Unit Information	01-2007	02-2007 <input checked="" type="checkbox"/>
SRO Single Room Occupancy Units	0	<input type="text" value="0"/>
1BR 1 Bedroom Units	0	<input type="text" value="0"/>
2BR 2 Bedroom Units	2	<input type="text" value="2"/>
3BR 3 Bedroom Units	0	<input type="text" value="0"/>
4BR 4 Bedroom Units	0	<input type="text" value="0"/>
<b>Total</b>	<b>2</b>	<b>2</b>
Tenant Information	01-2007	02-2007 <input checked="" type="checkbox"/>
SMI Seriously and Mentall Ill	0	<input type="text" value="0"/>
CSA Chronic Substance Abusers	2	<input type="text" value="2"/>
S/C Seriously Ill and Chronic Substance Abusers	0	<input type="text" value="0"/>
PWA People With Aids	0	<input type="text" value="0"/>
PWOD People With Other Diseases	0	<input type="text" value="0"/>
<b>Total</b>	<b>2</b>	<b>2</b>

At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Cancel'.

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.



**Business Partner**  
**Payment Voucher Entry**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

[Menu](#) → [Voucher Selection](#) → [Voucher Entry](#)

**eLOCCS**  
**SPC Shelter + Care**  
**Payment Voucher**

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

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

**U. S. Department of Housing and Urban Development**  
 Office of Community Planning and Development

1. Voucher Number <b>030-*****</b>	2. LOCCS Pgrm Area <b>SPC</b>	3	4
5. Voice Response No. <b>&lt;VRS Response No&gt;</b>	6. Grantee Organization <b>&lt;Business Partner&gt;</b>		
8. Grant / Sponsor Grant <b>MIxxxxxxx</b> <b>MIxxxxxxx</b>	6a. Grantee Organization TIN / Sponsor Information <b>&lt;Sponsor TIN&gt;</b> <b>&lt;Sponsor&gt;</b>		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1000	SRA Rental Assistance	310,108.00	309,777.05	2,000.00
1060	Administrative	0.00	0.00	500.00
<b>Total:</b>		<b>310,108.00</b>	<b>309,777.05</b>	<b>2,500.00</b>

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

11. Name & Phone Number of Person completing this form <b>&lt;User Name&gt;</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>02-12-2007</b>

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-SPC-a (4/2000)

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.

**Payment Voucher** Office of Community Planning and Development

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

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

1. Voucher Number <b>030-117124</b>	2. LOCCS Pgrm Area <b>SPC</b>	3.	4.
5. Voice Response No. <b>&lt;Voice Response No&gt;</b>	6. Grantee Organization <b>&lt;Business Partner&gt;</b>		
8. Grant / Sponsor Grant <b>MI xxxxxxxx</b> <b>MI xxxxxxxx</b>	6a. Grantee Organization TIN / Sponsor Information <b>&lt; Grantee Organization TIN/Sponsor Information&gt;</b>		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
<b>1000</b>	<b>SRA Rental Assistance</b>	<b>310,108.00</b>	<b>2,330.95</b>	<b>307,777.05</b>	<b>2,000.00</b>
<b>1060</b>	<b>Administrative</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Total:</b>		<b>310,108.00</b>	<b>2,330.95</b>	<b>307,777.05</b>	<b>2,500.00</b>

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

11. Name & Phone Number of Person completing this form <b>&lt;User Name&gt;</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>02-12-2007</b>

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-SPC-a (4/2000)

**This Payment Request was APPROVED...**

A payment of **\$2,500.00** should be deposited in your account on **Wednesday February 14, 2007**. Please print this request, and retain for your records.

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.

**<Business Partner>  
SPC Component Selection**

Menu → Voucher Selection → Voucher Entry

Select the checkbox next to the SPC component you wish to draw down against. For SRA/TRA/PRA components, provide the appropriate voucher period and Sponsor information, then click submit.

**Only 1 SRA/TRA/PRA component is allowed per voucher request.**

Grant No: MI xxxxxxxx

	SPC Component	Name	Operating Start Date	Voucher Period mm-yyyy	Sponsor
<input type="checkbox"/>	SRA	Sponsor Rental Assistance	07-14-2006		
<input checked="" type="checkbox"/>	TRA	Tenant Rental Assistance	07-14-2006	01-2000	
<input type="checkbox"/>	ADMN	Administrative			

Submit Reset Cancel

**Figure 4-39. TRA Component Selection**

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

Enter voucher amounts on the returned "Payment Voucher Entry" page. Click on 'Submit' to request funds.

#### 4.3.3.3 Project-based Rental Assistance (PRA) Component Selection

PRA voucher requests are handled the same way as TRA component requests. The 'Voucher Period' is required information for a PRA component voucher request.

## 4.4 Special Needs Assistance Program (SNAP)

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

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

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



**Business Partner**  
**Payment Voucher Selection**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

[Menu](#) → [Voucher Selection](#)

Have your HUD-50080 payment voucher form(s) prefilled, in the order of selection. Mark the checkbox next to each grant you are requesting a payment, and click the submit button.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
<b>Special Needs Assistance</b>					
SNAP	<input type="checkbox"/> <a href="#">MI28B302003</a>	525,433.00	436,328.00	0.00	89,105.00
SNAP	<input type="checkbox"/> <a href="#">MI28B401009</a>	443,940.00	400,145.16	0.00	43,794.84
SNAP	<input type="checkbox"/> <a href="#">MI28B501004</a>	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	<input type="checkbox"/> <a href="#">MI28B501005</a>	125,183.00	63,732.00	0.00	61,451.00
SNAP	<input type="checkbox"/> <a href="#">MI28B501009</a>	443,940.00	166,333.00	0.00	277,607.00
SNAP	<input checked="" type="checkbox"/> <a href="#">MI28B501044</a>	142,014.00	0.00	0.00	142,014.00
<b>Shelter + Care</b>					
SPC	<input type="checkbox"/> <a href="#">MI28C50-2006</a>	315,108.00	0.00	330.95	314,777.05
SPC	<input type="checkbox"/> <a href="#">MI28C80-2002</a>	843,480.00	824,320.83	700.00	18,459.17
SPC	<input type="checkbox"/> <a href="#">MI28C90-2001</a>	600,300.00	443,003.72	0.00	157,296.28
SPC	<input type="checkbox"/> <a href="#">MI28C97-0110</a>	1,474,560.00	597,213.12	0.00	877,346.88
SPC	<input type="checkbox"/> <a href="#">MI28C97-0113</a>	166,080.00	69,810.16	0.00	96,269.84
SPC	<input type="checkbox"/> <a href="#">MI28C97-0116</a>	1,585,980.00	988,189.00	0.00	597,791.00

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**  next to the BLI number.



**Business Partner**

**Payment Voucher Entry**

[Menu](#) [Auth](#)

[Log Off](#) [Bottom](#)

Menu → Cancel Voucher Selection → Voucher Selection → Voucher Entry

**eLOCCS**  
**SNAP** Special Needs Assistance  
**Payment Voucher**

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

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

**U.S. Department of Housing and Urban Development**  
**Office of Community Planning and Development**

1. Voucher Number 001-*****	2. LOCCS Pgrm Area SNAP	3	4
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>		
8. Grant or Project No. <Grantee/Project No>	6a. Grantee Organization TIN <Grantee Organization Tax ID>		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1010	Acquisition	1,000.00	1,000.00	0.00
1020	Rehabilitation	1,000.00	1,000.00	0.00
1050 	Supportive Services	133,252.00	133,252.00	1,000.00
1060 	Administrative	6,762.00	6,762.00	0.00
<b>Total:</b>		<b>142,014.00</b>	<b>142,014.00</b>	<b>1,000.00</b>

 An Operating Start Date is required if requesting funds against any of these BLI's - (mm/yyyy)

I 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 provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form <User Name>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 02-09-2007

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-SNAP-a (4/2000)

**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.



**Business Partner**

**Payment Voucher Entry**

[Menu](#) [Auth](#)

[Log Off](#) [Bottom](#)

Menu → Voucher Selection → Voucher Entry

**eLOCCS** U.S. Department of Housing and Urban Development

**SNAP** Special Needs Assistance Office of Community Planning and Development

**Payment Voucher**

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

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

1. Voucher Number <b>&lt;Voucher No&gt;</b>	2. LOCCS Pgrm Area <b>SNAP</b>	3	4
5. Voice Response No. <b>&lt;Voice Response No&gt;</b>	6. Grantee Organization <b>&lt;Grantee Organization&gt;</b>		
8. Grant or Project No. <b>&lt;Grant/Project No&gt;</b>	6a. Grantee Organization TIN <b>&lt;Grant Organization Tax ID&gt;</b>		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.00
<b>Total:</b>		<b>133,252.00</b>	<b>1,000.00</b>	<b>132,252.00</b>	<b>1,000.00</b>

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

11. Name & Phone Number of Person completing this form <b>&lt;User Name&gt;</b>	12. Name & Title of Authorized Signatory	
	13. Signature	14. Date of Request <b>02-07-2007</b>

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-SNAP-a (4/2000)

This Payment Request was **APPROVED...**

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

**Figure 4-42. SNAP Voucher Payment Request Approved**

Page 4-33

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.

**This Payment Request was APPROVED...**

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

<b>eLOCCS</b> <b>SNAP</b> Special Needs Assistance Payment Voucher		U.S. Department of Housing and Urban Development Office of Community Planning and Development			
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.					
HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.					
1. Voucher Number <Voucher No>	2. LOCCS Pgrm Area SNAP	3	4		
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>				
8. Grant or Project No. <Grant/Project No>	6a. Grantee Organization TIN <Grant Organization Tax ID>				
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.00
Total:		133,252.00	1,000.00	132,252.00	1,000.00
I 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 provided become more than necessary, such excess will be promptly returned, as directed by HUD.					
11. Name & Phone Number of Person completing this form <User Name>		12. Name & Title of Authorized Signatory			
		13. Signature		14. Date of Request 02-07-2007	
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802) <b>Privacy Statement:</b> Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.					

**This Payment Request was ACCEPTED, however HUD review is required because...**

- Manual 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 4-43. 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.



**Business Partner**

**Payment Voucher Entry**

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Menu → Voucher Selection → Voucher Entry

**eLOCCS** U.S. Department of Housing and Urban Development

**SNAP** Special Needs Assistance Office of Community Planning and Development

**Payment Voucher**

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

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

1. Voucher Number	2. LOCCS Pgrm Area <b>SNAP</b>	3	4
5. Voice Response No. <b>&lt;Voice Response No&gt;</b>	6. Grantee Organization <b>&lt;Grantee Organization&gt;</b>		
8. Grant or Project No. <b>&lt;Grant/Project No&gt;</b>	6a. Grantee Organization TIN <b>&lt;Grantee Organization Tin&gt;</b>		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	135,252.00	95,824.00	39,428.00	50,000.00
<b>Total:</b>		135,252.00	95,824.00	39,428.00	50,000.00

I 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 provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form <b>&lt;User Name&gt;</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>04-30-2007</b>

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-SNAP-a (4/2000)

This Payment Request was **REJECTED** because...

- Your requested amount of **+50,000.00** exceeds the available disbursable balance for this grant calculated at +41,399.00.

[Menu](#)   [Voucher Selection](#)

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.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
<b>Housing Green Retrofit Program</b>					
HGRP	<input checked="" type="checkbox"/> <a href="#">PAE1FEEGRANT</a>	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.



**Business Partner**  
**Admin/Property Selection**

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[Log Off](#) [Bottom](#)

Menu → Voucher Selection → Voucher Entry

- For Administrative Travel draws (2.14B-GRP), select the [Administrative Draw Only] checkbox.

- For an Asset-Specific draw, select the checkbox next to the Property Number.

- then click the Submit button

**Grant No: PAEXXXXXXXX**

	Property No.	Property Name	City	State
<input checked="" type="checkbox"/>	<b>Administrative Draw Only</b>			
<input type="checkbox"/>	Property No	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA

Figure 4-46. Administrative Draw Property Selection



**Business Partner**  
**Payment Voucher Entry**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Voucher Selection → Voucher Entry

**eLOCCS**  
**HGRP** Housing Green Retrofit Program  
**Payment Voucher**

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

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

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1. Voucher Number <b>104-*****</b>	2. LOCCS Pgrm Area <b>HGRP</b>	3	4
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>Grantee Organization Name</b>		
8. Grant or Project No. <b>PAE XXXXXXXXXX</b>	6a. Grantee Organization TIN <b>XX-XXXXXXX</b>		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
0001	Operating Budget	4,000,000.00	4,000,000.00	
0010	Admin Travel (2.14B-GRP)	0.00	0.00	500.00
0100	Green Physical Assess Rpt	0.00	0.00	
0110	Energy Audit	0.00	0.00	
0120	IPM Report	0.00	0.00	
0130	Recording Costs	0.00	0.00	
0140	Title Bring-Down Expense	0.00	0.00	
0150	Legal Counsel	0.00	0.00	
0160	GRP Travel (2.14A-GRP)	0.00	0.00	
0170	Other Subcontractors	0.00	0.00	
0180	Other	0.00	0.00	
0200	Init Feasibility Assess	0.00	0.00	
0210	Plan Approved by Director	0.00	0.00	
0220	Closing and Doc Distr	0.00	0.00	
0300	Due Diligence Incent Fee	0.00	0.00	
0310	Closing Incentive Fee	0.00	0.00	
Total:		4,000,000.00	4,000,000.00	500.00

I 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 provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form  <b>Grantee</b>	12. Name & Title of Authorized Signatory  13. Signature	14. Date of Request <b>05-20-2009</b>
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Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-HGRP-a (4/2000)

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).



**Business Partner**  
Admin/Property Selection

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

Menu → Voucher Selection → Voucher Entry

- For Administrative Travel draws (2.14B-GRP), select the [Administrative Draw Only] checkbox.
- For an Asset-Specific draw, select the checkbox next to the Property Number.
- then click the Submit button

Grant No: PAEXXXXXXXX

	Property No.	Property Name	City	State
<input type="checkbox"/>	<b>Administrative Draw Only</b>			
<input checked="" type="checkbox"/>	Property No	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	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.



**Business Partner**  
**Payment Voucher Entry**

[Menu](#) [Auth](#)  
[Log Off](#) [Bottom](#)

[Menu](#) → [Voucher Selection](#) → [Voucher Entry](#)

**eLOCCS**  
**HGRP** Housing Green Retrofit Program  
**Payment Voucher**

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

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

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1. Voucher Number <b>104-*****</b>	2. LOCCS Pgrm Area <b>HGRP</b>	3. _____	4. _____
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>Grantee Organization Name</b>		
8. Grant / Property No. <b>PAE*****</b>	9a. Grantee Organization TIN / Property Information <b>XX-***** Property Name</b>		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
0001	Operating Budget	4,000,000.00	4,000,000.00	
0010	Admin Travel (2.14B-GRP)	0.00	0.00	
0100	Green Physical Assess Rpt	0.00	0.00	0.00
0110	Energy Audit	0.00	0.00	200.00
0120	IPM Report	0.00	0.00	0.00
0130	Recording Costs	0.00	0.00	0.00
0140	Title Bring-Down Expense	0.00	0.00	400.00
0150	Legal Counsel	0.00	0.00	0.00
0160	GRP Travel (2.14A-GRP)	0.00	0.00	0.00
0170	Other Subcontractors	0.00	0.00	0.00
0180	Other	0.00	0.00	0.00
0200	Init Feasibility Assess	0.00	0.00	0.00
0210	Plan Approved by Director	0.00	0.00	0.00
0220	Closing and Doc Distr	0.00	0.00	0.00
0300	Due Diligence Incent Fee	0.00	0.00	0.00
0310	Closing Incentive Fee	0.00	0.00	0.00
<b>Total:</b>		<b>4,000,000.00</b>	<b>4,000,000.00</b>	<b>600.00</b>

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

11. Name & Phone Number of Person completing this form  <b>Grantee</b>	12. Name & Title of Authorized Signatory  13. Signature  14. Date of Request <b>05-20-2009</b>
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Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 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 collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-HGRP-a (4/2000)

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

[https://www.hud.gov/sites/documents/ELOCCS\\_S235ANDS236\\_GUIDE.PDF](https://www.hud.gov/sites/documents/ELOCCS_S235ANDS236_GUIDE.PDF)

## 4.7 Section 8 Contract Administrator (S8CA)

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

<https://www.hud.gov/sites/documents/LOCCSGUIDE.PDF>

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## **5.0 QUICK REFERENCE**

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## 5.0 QUICK REFERENCE

### 5.1 Troubleshooting Tips

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

➤ **Contact the REAC Technical Assistance Center at 1-(888) 245-4860 for the following questions or issues;**

- 1) I have registered for a Secure Systems Coordinator ID and have not received it.**  
Ask them to confirm your registration, your organizations address and status of your Secure Systems ID.
- 2) I mistakenly registered to be a regular user instead of a Coordinator.**  
Contact the REAC Technical Assistance Center on how to resolve this and upgrade your access to be a coordinator.
- 3) I may have registered for a Secure Systems ID in the past, but I'm not sure.**  
The REAC Technical Assistance Center will be able to research that.
- 4) I don't know who the Secure Systems Coordinators are for my organization.**  
The REAC Technical Assistance Center will be able to help you with that.

➤ **Contact your organizations Approving Official (Secure Systems Coordinator) for the following questions or issues;**

- 1) I have registered for a Secure Systems User ID and have not received it.**  
Ask your Coordinator to retrieve your User ID and establish the eLOCCS link/roles. If you do not know your System Coordinator, contact REAC Technical Assistance Center.
- 2) I am a Secure Systems User and do not see the eLOCCS link after I sign in.**  
The Coordinator has not assigned the LOCCS – Query and ADM Roles. Contact your Coordinator to assign these roles. Refer them to the **LOCCS Registration Guide Appendix A** if necessary.
- 3) I click on a program area in eLOCCS, and the main menu is blank.**  
Verify with your Approving Official (Secure Systems Coordinator) that LOCCS – Query and Administration roles are assigned. Refer them to the **LOCCS Registration Guide Appendix A** if necessary.

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- 4) **I do not have any email options displayed on my LOCCS menu.**  
You were not assigned the LOCCS – Administration role by your Approving Official (Secure Systems Coordinator). Have your Approving Official add this role to you.
- 5) **I do not see a particular program area on the Authorizations page, but it shows up on the Grant Portfolio page.**  
To have drawdown program access, add the program area access to the HUD-27054e (see URL Links Section 5.2) LOCCS Access Authorization form and forward to your local Field Office for review. The Field Office will forward the form to LOCCS Security Office for processing.
- 6) **I have not signed into eLOCCS in a long time will I still be able to get in?**  
The three questions and pin you've set up will be stored and allow the user to automatically re-enable the user's sign-on and ID if they don't access eLOCCS for 90 days or more.
- 7) **I can't sign into eLOCCS. I forgot my security questions and PIN.**  
If you can't enter the correct security questions and you don't provide OCFO security with a correct PIN, you will have to submit a new 27054e for reinstatement and forward to the HUD program officer assigned to your organization. The 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." you will have to submit a new 27054e for reinstatement. Being terminated in eLOCCS is different than being terminated in Secure Systems. In terminated in Secure Systems after 90 days of inactivity, the user will call the REAC Help Desk at 1-888-245-4860. Secure Systems provides a notification banner as a reminder when to login to the system to avoid termination.



➤ **If you are a Secure Systems Coordinator;**

And need help in either retrieving a User ID to assign LOCCS roles, or actually assigning those roles, refer to the **LOCCS Registration Guide Appendix A.**

1) **I'm a Coordinator and I do not see the LOCCS roles to assign to my users.**

You (a Coordinator) have not assigned the LOCCS system COR action to yourself. Without LOCCS system action being assigned, you will not see the LOCCS roles to assign to users on the Maintain User Information page.

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➤ **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 [detailed instructions](#) 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.

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

<b>Help Desk</b>	<b>System</b>	<b>Contact</b>
PIH REAC Technical Assistance	Secure Systems	888- 245-4860
TRACS	TRACS	800-767-7588
eLOCCS Mailbox Only email this mailbox if your local program office can't help	LOCCS	<a href="mailto:eLOCCS@hud.gov">eLOCCS@hud.gov</a>

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## 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](https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference)