

ELOCCS & FINANCIAL TRAINING FOR YHDP RECIPIENTS





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Specialist
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TODAY WE WILL DISCUSS

How to get access to eLOCCS.

How to create a voucher.

Basic financial management.

Financial file documentation.

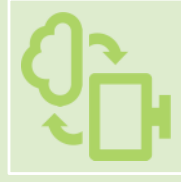
SECURE SYSTEMS AND FLOCS

“Going down the rabbit hole”
November 2, 2023

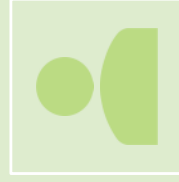




Learn the difference between Secure Systems and eLOCCS



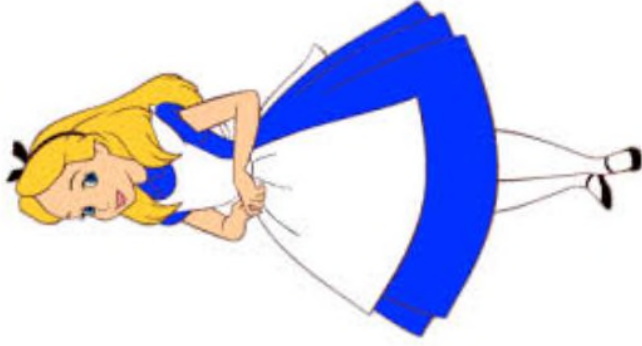
Improve understanding on how to access Secure Systems and eLOCCS (website and forms)



Learn how to maintain and change user data and status

OBJEC

AGENDA



- What is Secure Systems/eLO
- Roles- Approving Official, Coordinator and Users
- Registration
- Accessing the systems
- Adding users and changing approving officials
- Troubleshooting
- Resources

SECURE SYSTEMS AND ELOCCS



Secure Systems

- System is sponsored by the Public and Indian Housing (PIH) Real Estate Assessment Center

eLOCCS

- Line of Credit Control System

ACCESSING SYSTEMS



WHO AM I?



Approving Official

**LOCCS
Administrator
who manages
“users” in
eLOCCS.**

Responsibilities

Re-certifying the
LOCCS users in
LOCCS



Coordinator

**Secure System
administrator who
manages the
organization’s
“users” in Secure
Systems**

Responsibilities

Assigning Secure
Systems LOCCS
roles to
themselves and
users



**THIS IS THE SAME PERSON BUT EACH
SYSTEM USES DIFFERENT TITLES**

DEFINITION OF ROLES

Coordinator

Once agency is registered as a Business determine within your agency who will be the Systems Coordinator



The Coordinator must be a supervisor to

- Board chair
- CEO
- Executive Director
- CFO

Also, as the Secure System Contact

- Retrieve Secure Systems User IDs
- Assign LOCCS roles

User

Requires Coordinator to initially add the employee role



The User must report to the Coordinator

- Accountant
- Data Entry Clerk

Create and enter vouchers

SECURE SYSTEMS REGISTRATION COMPONENTS

Secure System
Business
Partner
Registration

“Coordinator”
Registration

“User”
Registration

Role

Business Partner Registration HUD Multifamily

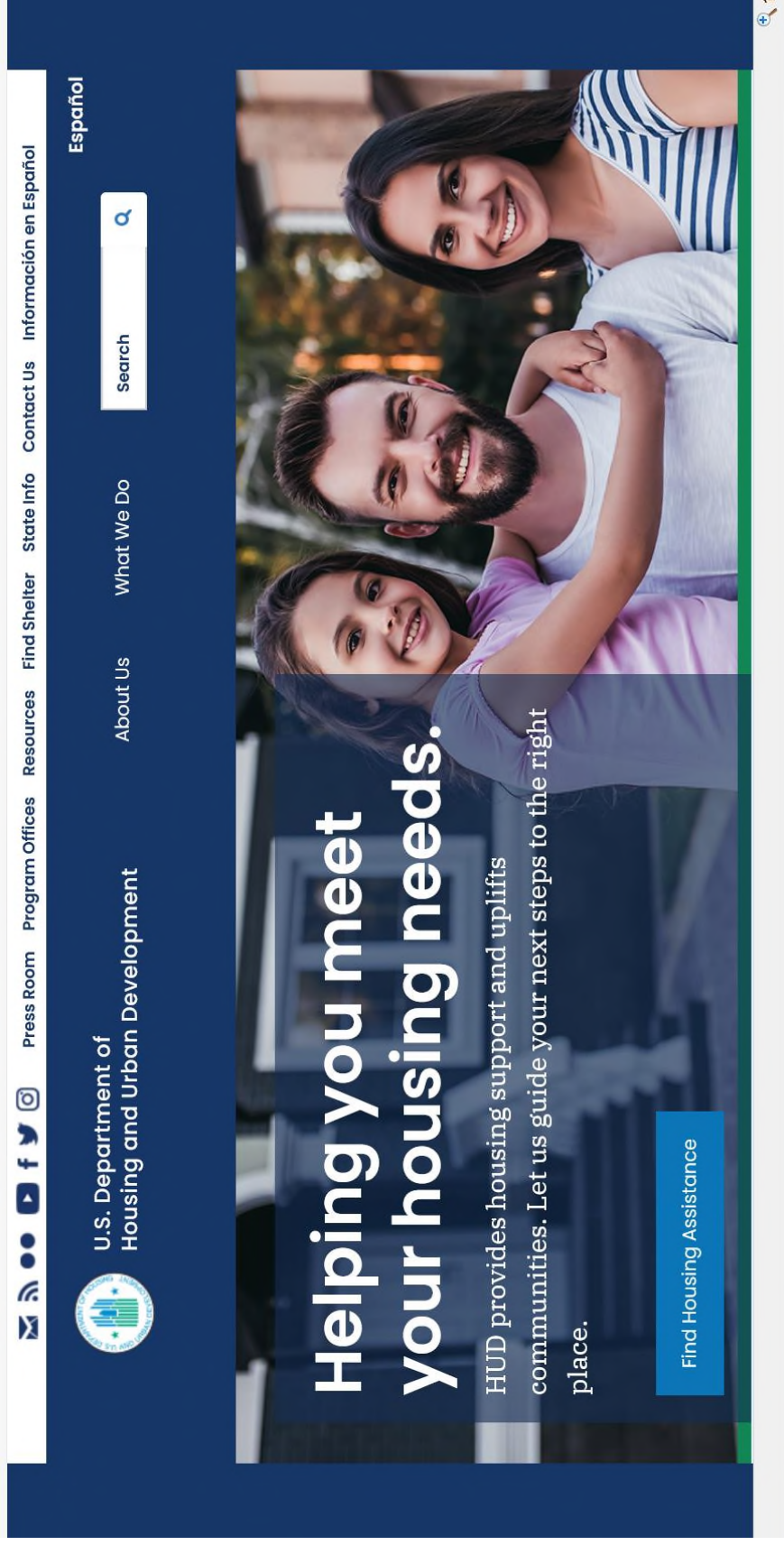
All fields marked with an asterisk(*) are mandatory

* Company Name:	
TIN:	132456789
* Legal Structure:	
* Type of Ownership:	
	Physical delivery address
* Address:	
* City:	
* State:	
* Zip Code:	
* Country:	USA
	If country not United States
	Territory:
	* Postal Code:
* Phone:	

BUSINESS PARTNER REGISTRATION

- <https://hudapps2.hud.gov/apps/s040.cfm>
- The 'Business Partner Registration Multifamily' screen will display a 'fill' OR the Participant TIN had 'a processed' screen will display.
- Complete the form and click "Save"
- Wait until the next business day to process the next step.

REGISTERING AS A COORDINATOR/USER IN SECURE SYSTEM



The screenshot shows the HUD website homepage. The header is dark blue with white text and icons. On the left, there are social media icons (Twitter, Facebook, YouTube, Instagram) and a 'Press Room' link. In the center, the HUD logo is displayed above the text 'U.S. Department of Housing and Urban Development'. To the right of the logo are links for 'Program Offices', 'Resources', 'Find Shelter', 'State Info', 'Contact Us', and 'Información en Español'. A search bar is located on the far right of the header. Below the header is a large banner with a background image of a smiling family (a man, a woman, and a young girl). Overlaid on the banner is the text 'Helping you meet your housing needs.' in large white font. Below this, in smaller white text, it says 'HUD provides housing support and uplifts communities. Let us guide your next steps to the right place.' At the bottom right of the banner is a blue button with white text that says 'Find Housing Assistance'.

Helping you meet
your housing needs.

HUD provides housing support and uplifts
communities. Let us guide your next steps to the right
place.

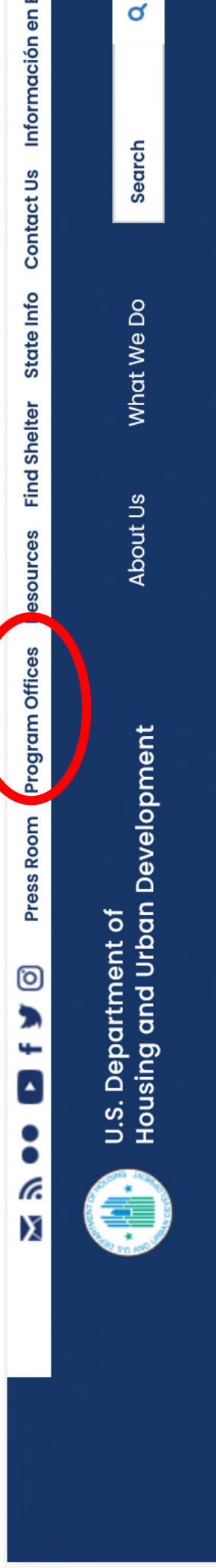
Find Housing Assistance

- **STEP 1**
Go to the
HUD.gov

Secure System

REGISTERING AS A COORDINATOR/USER IN SECURE SYSTEM

■ STEP 2: Select Program Offices

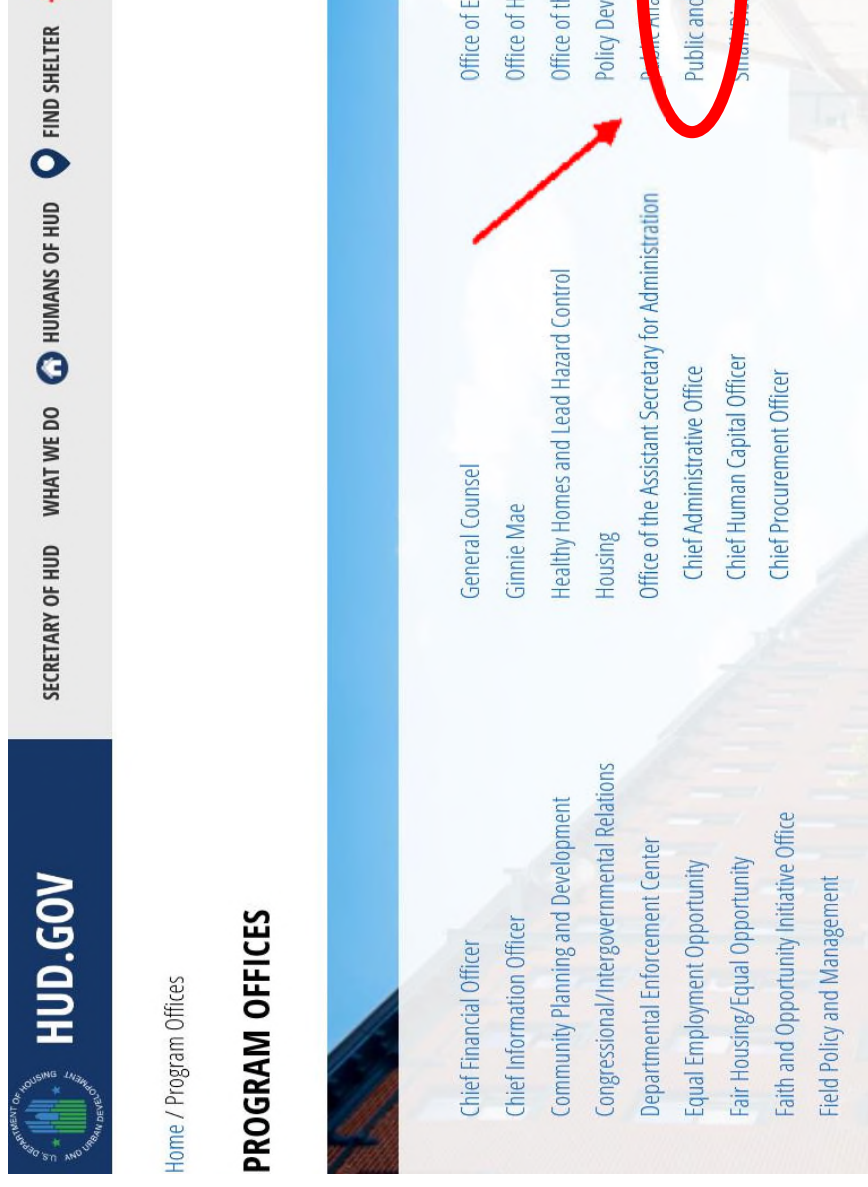


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REGISTERING AS A COORDINATOR/USER IN SECURE SY

■ STEP 3:

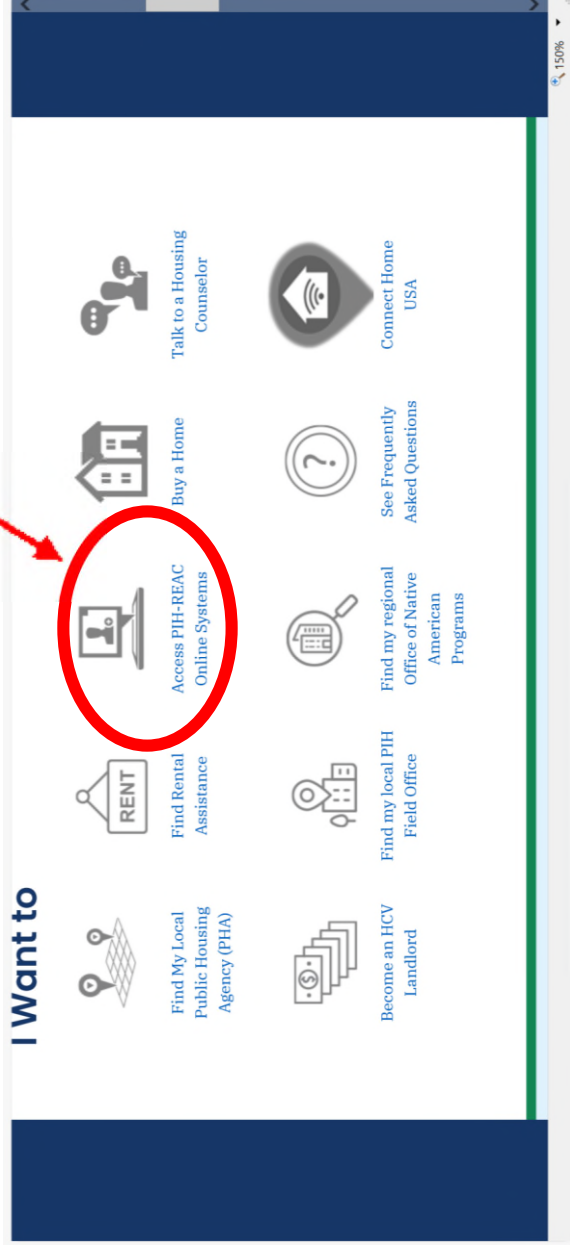
Scroll to bottom of page and select Public and Indian Housing



Secure Sy

REGISTERING AS A COORDINATOR/USER IN SECURE SYS

- STEP 4
Access
REAC
System



Secure

REGISTERING AS A COORDINATOR/USER IN SECURE S

- **STEP 5: Select
Need access to HUD
Systems? Register
online**

The screenshot displays the HUD.GOV website interface. At the top, the HUD.GOV logo and navigation links (PIH HOME, ABOUT PIH, PIH ONE-STOP TOOL, PUBLIC HOUSING, OPEN) are visible. The main content area shows the 'System Login' section with two options: 'Existing users: Login here' (highlighted with a red rectangle) and 'Need to access HUD systems? Register online' (highlighted with a red oval). A red arrow points from the 'Register online' link to the 'Existing users: Login here' link. Below the login options, there is a 'Forgot Password? Password Reset' link and a note stating: 'Note: Password reset will require you to provide exact information from your original registration'. The page title 'PIH-REAC ONLINE SYSTEM' is visible at the top right.

HUD.GOV

SECRETARY OF HUD WHAT WE DO

PIH HOME ABOUT PIH PIH ONE-STOP TOOL PUBLIC HOUSING OPEN

Home / REAC

System Login

Existing users: Login here

Need to access HUD systems? Register online

Forgot Password? Password Reset

Note: Password reset will require you to provide exact information from your original registration

PIH-REAC ONLINE SYSTEM

Secure Sy

REGISTERING AS A COORDINATOR/USER IN SECURE Sy

■ STEP 6: Select Multifamily Housing Entity



[Home / Program Offices / Public and Indian Housing / Real Estate Assessment Center](#)

NEED A USER ID?

Complete registration instructions are available, or go directly to the appropriate

- ▶ [Multifamily Housing Entity](#)
- ▶ [Public Housing Agency](#)
- ▶ [Independent User](#)

Secure Sy

REGISTERING AS A COORDINATOR/USER IN SECURE S



Secure Systems

Secure Systems Registration

MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! *Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.*

Application Type	Coordinator	User
First Name:		
Middle Initial:		
Last Name:		
Social Security Number:		

Secure

STEP 7: Co
online appl
send

SECURE SYSTEMS COORDINATOR AND USER REGISTRATION

- Once registration is submitted for communication via the US Service
- Letter will include your "M" number which you will use as identification in Secure System eLOCCS
- Coordinators will assign roles
- Now, Users can request eLOCCS Access!

[REDACTED]

Dear Program Participant:

This letter is to advise you that the below indicated party has requested a user identification (ID) number to serve as a Coordinator on behalf of your organization, with respect to your organization's use of the Secure Connection System (the Secure Connection) of the U.S. Department of Housing and Urban Development (HUD) for accessing various electronic reporting applications for HUD programs in which your organization participates.

Whether your organization chooses to serve as its own Secure Connection Coordinator, or to use an outside service provider, your organization is responsible for the complete, accurate, and timely submission of information required to be electronically submitted to HUD in accordance with regulatory and contractual agreements between HUD and your organization (referred to as the Program Participant). By your acceptance or sharing of the below Coordinator ID to enable access to the Secure Connection, as well as your use of the Secure Connection, you are agreeing to the terms and conditions contained in the enclosed copy of the Program Participants Use Agreement Regarding Electronic Data Submissions for HUD Programs.

If you need to change your approved Secure Connection Coordinator in the future, the new Coordinator will need to register with Secure Connection to generate a new ID for the Coordinator's use, pending your receipt, approval, and distribution.

If you approve the following party as the current HUD Secure Connection Coordinator for your organization, give that party the associated Coordinator ID provided:

Proposed Secure Connection Coordinator Name: [REDACTED]

Secure Connection Coordinator ID: [REDACTED]

REGISTERING AS A COORDINATOR/USER IN SECURE S

- **Assigning of roles**

The screenshot displays the HUD.GOV website interface. At the top, the HUD.GOV logo and navigation links (PIH HOME, ABOUT PIH, PIH ONE-STOP TOOL, PUBLIC HOUSING, OPEN) are visible. A red arrow points to the 'System Login' link in the breadcrumb navigation path (Home / REAC). Below this, a red box highlights the text 'Existing users: Login here'. To the right, there are links for 'Need to access HUD systems? Register online', 'Forgot Password? Password Reset', and a note stating 'Note: Password reset will require you to provide exact information from your original registration'.

HUD.GOV

SECRETARY OF HUD WHAT WE DO

PIH HOME ABOUT PIH PIH ONE-STOP TOOL PUBLIC HOUSING OPEN

Home / REAC

System Login

Existing users: Login here

Need to access HUD systems? Register online

[Forgot Password? Password Reset](#)

Note: Password reset will require you to provide exact information from your original registration

PIH-REAC ONLINE SYSTEM

Secure Sy

ASSIGNING ROLES AS THE COORDINATOR

ns
in

User Login

faq | help | search | help

User ID

Password

Login Cancel

ATTENTION:

- Your User ID will be locked after three incorrect login attempts.
- Forgot your password? Click this [link](#) to access Reset Password and other useful links.
- There is an inactivity timeout of 30 minutes. Please save your work periodically.
- There is a session timeout of 4 hours. Once reached, you will need to re-authenticate when you return.
- This computer system, and all the systems associated with this system for User ID, are protected by a computer security system; unauthorized access to these systems is prohibited.

Content updated January 6, 2018



U.S. Department of Housing and Urban Development

451 7th Street S.W., Washington, DC 20410

Toll-free: 1-800-775-1234 / TDD: 1-800-775-1234

Home

Privacy Statement

- Step 1: Sign into Secure System using your Coordinator M ID and proceed to Secure System Menu
- The Coordinator MUST assign themselves as the Coordinator to assigning users

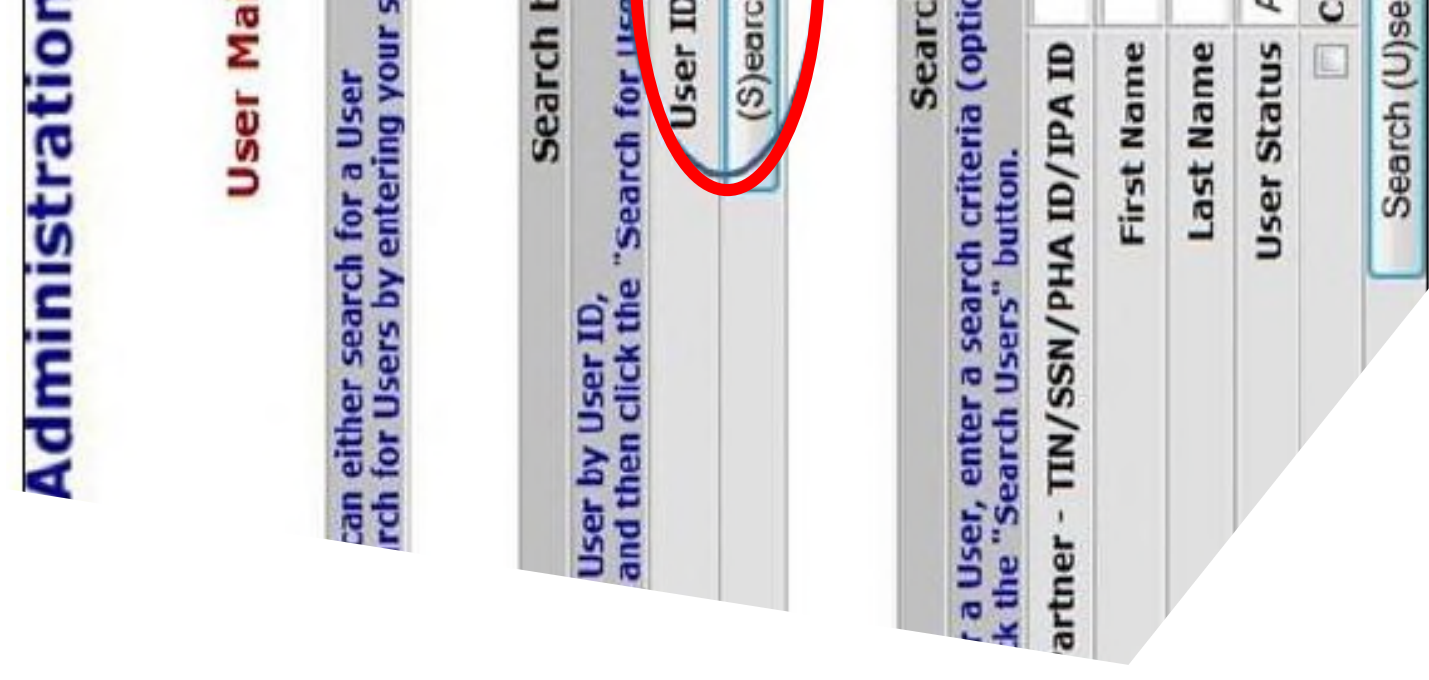
ASSIGNING ROLES AS THE COORDINATOR

- Step 2: From the Secure System Coordinator Menu, Select User Maintenance



ASSIGNING ROLES AS THE COORDINATOR

- Step 3: Enter your Secure Systems Coordinator M ID and search by user ID and click search for user button



ASSIGNING ROLES AS THE COORDINATOR

- Step 4: On the main user profile screen, select 'choose a function', then select 'maintain user profile-actions'

faq | help |

System Administration

Maintain User M

User Information

User ID

First Name

Middle Initial

Last Name

User Status

Coordinator

User Type

Business Partner

Choose a Function

Maintain User Profile - Actions

Business Partners Maintenance

Maintain User Information

Maintain User Profile - Actions

Maintain User Profile - Groups

Maintain User Profile - Roles

Participant Assignment Maintenance

Resend Letter

ASSIGNING ROLES AS THE COORDINATOR

- Step 5: From the Assign/Unassign page,
1. Mark the LOCCS-COR-Coordinator check boxes and

2. Click assign/unassign actions

3. Select okay to confirm

The screenshot displays the IMAX - Integrated Multifamily Access Exchange interface. It features several sections: IMAX - Integrated Multifamily Access Exchange, LASS2 - Lender Assessment Subsystem 2, and LOCCS - Line of Credit Control System. The LOCCS section contains a table with columns for COR - Coordinator, QRY - Query, REQ - Requisition, and YES - Year End Settlement. The COR - Coordinator column has a checked box. The Assign/Unassign Actions button is highlighted with a red circle. A red arrow points from the text 'Mark the LOCCS-COR-Coordinator check boxes' to the checked box. Another red arrow points from the text 'Click assign/unassign actions' to the Assign/Unassign Actions button. A third red arrow points from the text 'Select okay to confirm' to the OK button in the Successful Transaction confirmation message.

IMAX - Integrated Multifamily Access Exchange

☐ COR - Coordinator

LASS2 - Lender Assessment Subsystem 2

☐ COR - Coordinator

LOCCS - Line of Credit Control System

☒ COR - Coordinator

☐ QRY - Query

☐ REQ - Requisition

☐ YES - Year End Settlement

Assign/Unassign Actions

Successful Transaction

You have successfully assigned/unassigned action

OK

COORDINATOR ASSIGNING ROLES

- Step 2: From the Maintain User Profile,
 - Add LOCCS (ADM and QRY) roles to the ‘M’ Coordinator ID
 - Select Maintain User Profile-Roles
 - Submit

Maintain User Profile - Roles

User Information			
User ID			
First Name			
Middle Initial			
Last Name			
User Status	Active		
Coordinator	Yes		
User Type	Business		
Choose a Function			
Maintain User Profile - Roles			

COORDINATOR ASSIGNING ROLES TO THEMSELVES

- Step 3: From the *Assign/Unassign Roles* page
 - Mark LOCCS ADM-Administration and LOCCS QRY Query
 - Click *Assign/Unassign Roles*

LOCCS - Line of Credit Control System

☒ ADM - Administration

☒ QRY - Query

☐ REQ - Requisition

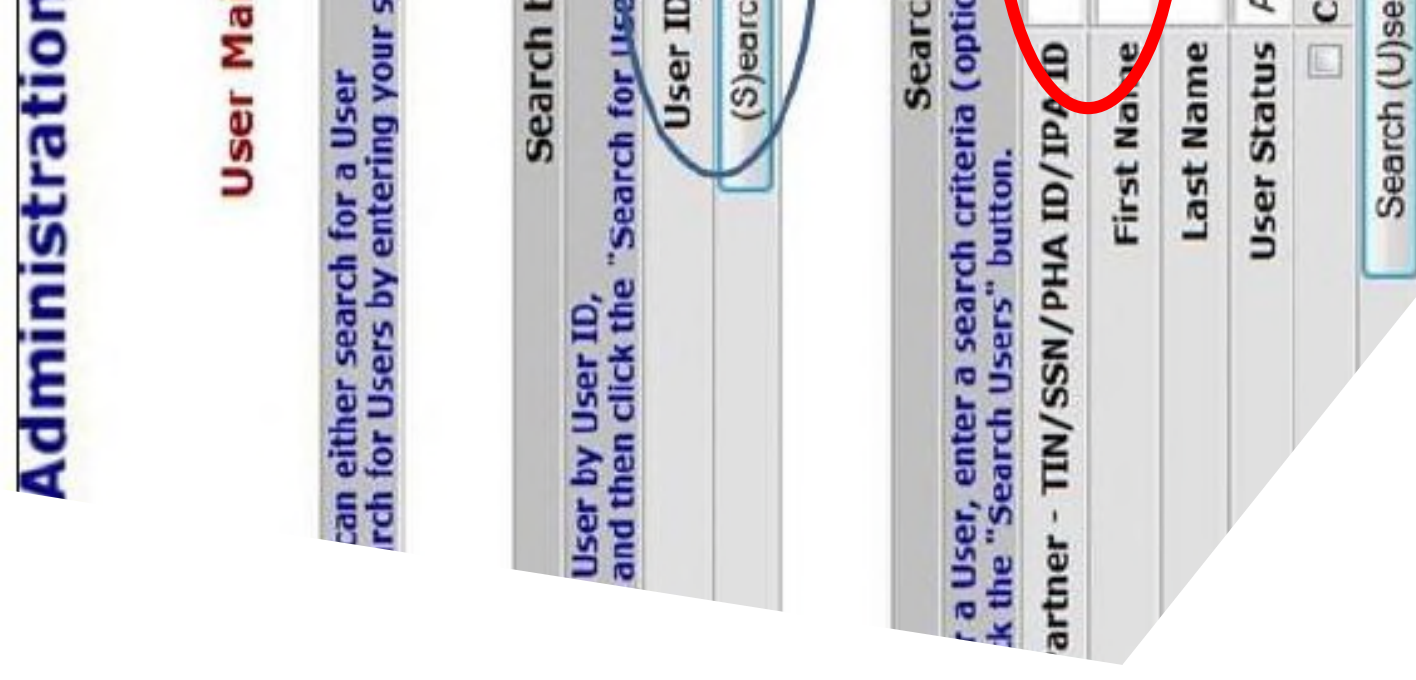
☐ YES - Year End Settlement

Assign/Unassign Roles

COORDINATOR ASSIGNING ROLES TO USERS

- Step 1: Go back to user maintenance screen and enter the M ID (or SSN) for the new user

REMEMBER: Coordinator will receive notification that about the users M ID—communication will always go through Coordinator and NOT user



COORDINATOR ASSIGNING ROLES

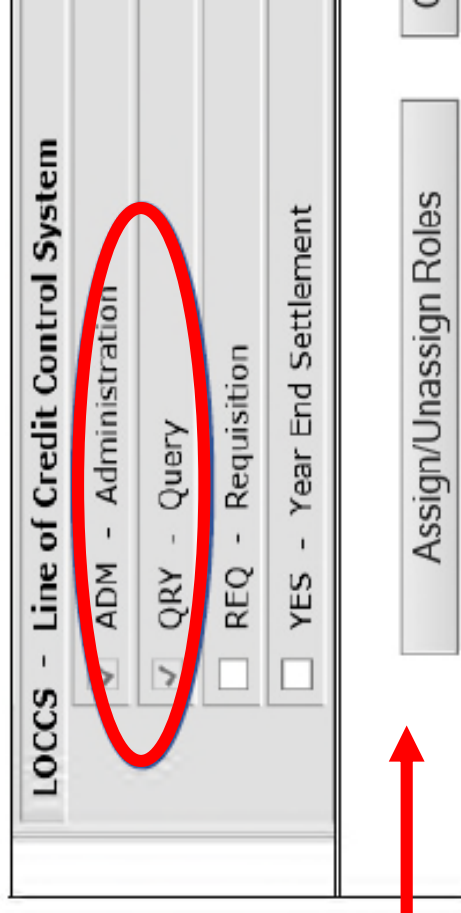
- Step 2: From the Maintain User Profile, Add LOCCS (ADM and QRY) roles to the ‘M’ Coordinator ID and User IDs
- Select Maintain User Profile-Roles
- Submit

Maintain User Profile

User Information	
User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	NCC
User Type	Business
Choose a Function	
Maintain User Profile - Roles	

COORDINATOR ASSIGNING ROLES TO USERS

- Step 3: From the *Assign/Unassign Roles* page
 - Mark LOCCS ADM-Administration and LOCCS QRY Query
 - Click *Assign/Unassign Roles*



LOCCS - Line of Credit Control System

☒ ADM - Administration

☒ QRY - Query

☐ REQ - Requisition

☐ YES - Year End Settlement

Assign/Unassign Roles

REGISTRATION PROCESS

Your organization must:

- Be a recognized Secure System Business Partner ✓
- Have an assigned Secure System “Coordinator” ✓
- Confirm each Secure System “user” has their own Secure System ID ✓
- Ensure “roles” are assigned ✓



FLOCCS ACC

See Instructions, Public Burden, and Privacy Act statements before completing this form.
BUSINESS PARTNER (grantees) - Please review the guidance on **PAGE 3** for completion of HUD form
NOTARY, signature & seal, for ALL forms submitted requesting "New User, Reinstated User, and Changing
27054E via Secured Email to the HUD Program Officer assigned to your organization. All fields must be
HUD PROGRAM OFFICER - Please review all applications for accuracy then submit HUD form(s) 27054E
email address provided for 27054E HUD FORMS.

1. Type of Function(s)

☒ 1. New User ☒ 5. Add or Remove Program Area(s)
☐ 2. Reinstated User ☐ 6. Add or Remove Tax-ID Number(s)
☐ 3. Terminate User ☐ 7. Name/Address Change
☐ 4. Change Secure Systems ID ☐ 8. Other: _____

3. Authorized User's Name

Last Name First Name MI
DEE TWEEDLE D

Complete Mailing Address

1 RABBIT HOLE, WONDERLAND PA 11111

4. Authorizations (see next page)
Required for New User, Reinstated User, Revise Authorization and Terminate user functions. Attach
authorization pages as needed. Record the number of attached pages to the right. The Approving
Program Office POC should initial each page.

5. Authorized User's Signature (must be legible and contain first name, last name, middle initial if used -
not accepted)

Tweedle Dee

I authorize the person identified above to access eLOCCS via HUD's Secure Systems.

6. LOCCS Approving Official Name

Last Name First Name MI
HATTER MAD D

CFO

Personal/Business email must contain the name of the applicant;
Generic emails are not accepted

MAD.HATTER@QUEENSHHELPERS.ORG

Secure Systems Use
(mandatory)

MH1234

Office Telephone Num
(include area code)

(321) 456-78

Date (mm/dd/yyyy)

11/02/2023

Approving Official's Signature (must be legible and contain first name, last
name, middle initial if used - DocuSign/digital signature is not accepted)

Mad Hatter

8. HUD Program Office Point of Contact's Name
(HUD Program Officer must be registered in LOCCS Web as a user)

Last Name First Name MI
DO NOT FILL THIS OUT

H-ID

HUD Program Office Point of Contact's Signature (must be legible and contain first name, last name, middle initial if used)

DO NOT complete this section.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING:** An
applicant who provides false information on this form is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties.
Previous editions are obsolete.

Remember: T
#2!

1. Reason-Ne
2. Enter agen
name
3. Program A
4. 11a. Initial
user
5. 11b. Initial
approving
6. Leave #11
HUD HQ

Highlight Fields

To complete reason for block 9, enter requested authorizations from Type of Function checked in block 1. Most users should use block 9. Block 10 is used when requesting access for multiple organizations under the same program area (for example, SCMF users need access to many organizations). Use multiples of this Authorization page as needed. Enter the number of Authorization pages used in block 4 of page 1 here: 1

1

9. Program Area Authorizations

*Click here to access the LOCCS Program Areas

Reason as checked in Block 1:	☒ Add or Remove Program Area(s)	NEW USER
Organization Tax-ID:	-1234567	Organization Name: QUEENS HELPERS
Program Area ID	SPECIAL NEEDS ASSISTANCE	Add or Remove
SNAP		Q = Query D = Drawdown
		Drawdown

11c. HUD Program Office Initials and Date

Do not initial here

5

11b. Approving Official's Initials and Date

MDH 11/2/2023

4

11a. Authorized User's Initials and Date

TDD 11/2/2023

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802). Form HUD-27054E (04/2023)

Previous editions are obsolete.

8.50 x 11.00 in

FLOCCS ACCESS EXPECTATIONS

- You must email your HUD Form 27054e via encrypted email.
- Average time to hear back from security is 10 business days.
- Approving official will need to communicate with the user that access has been approved
- **TIME SENSITIVE:** Log in within 10 days of receiving letter
 - If this step is not completed timely the process will start over!

The logo for eLOCCS, featuring the text "eLOCCS" in white, lowercase letters on a solid green rectangular background. A thin red and yellow dashed line is positioned below the text.

eLOCCS

SAMPLE ELOCCS ACCESS GRANTED EMAIL

From: HUD-LOCCS@hud.gov <HUD-LOCCS@hud.gov>

Sent: Tuesday, June 22, 2021 7:35 AM

Subject: eLOCCS Access Granted

Dear Mr/Mrs/Ms: [REDACTED]

Your request to reinstate your eLOCCS access (HUD-27054E) has been processed.

To activate your access, please login to Secure Systems and access eLOCCS **before JULY 2, 2021**. (Failure to activate your access by this date will require submission of a new HUD-27054E.)

On your first access to eLOCCS, you will be prompted to create:

- A 5 digit PIN number
- 3 Security questions and answers

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

If you sign onto Secure Systems and do NOT see the 'Line of Credit Control System (eLOCCS)' link in the main menu: You do not have LOCCS roles assigned to your Secure Systems ID.

- Request that your Coordinator (approving official designated on HUD form 27054e) retrieve your user ID in Secure Systems and assign the 'QRY' and 'ADM' LOCCS roles to your ID
 - Have your Coordinator refer to the eLOCCS Registration Guide (page 22). You can click [here](#) for more details or send to your Coordinator.
- If you do not know your System Coordinator, contact REAC Technical Assistance Center at 1-(888) 245-4860

and that it is prohibited to let another individual use your Secure System credentials to access eLOCCS functionality. Any user discovered sharing access may have his or her eLOCCS access perm...

ons, please call your local Program Office.

**** Please DO NOT reply to this email, contact your local Program Office if you have any ques...**



eLOCCS

ACCESSING SYSTEMS



Accessing Systems

- All roles assigned
- eLOCCS security has granted access
- Must log in within designated timeframe



eLCCC

What
if....

Our agency needs to change
their approving official?

Our agency wants to add a
user?

Our agency needs to
'downgrade' a user?

Our agency needs to
terminate a user?

CHANGING APPROVING OFFICIAL

1. Must be on agency letterhead
2. Letter must contain the following elements
 - New Approving Official
 - Previous Approving Official
 - Existing users
 - Signatures AND NOTORIZED
3. Send letter to the Dedicated Desk officer for processing



July 28, 2020

To: HUD ~~eLOCCS~~ Security Office

RE: ~~eLOCCS~~ Approving Official Request

To Whom It May Concern:

Please find the required information for the sole purpose of changing ~~eLOCCS~~ for our organization listed below:

1. Existing Users:
 - a. The White Rabbit
 - b. Caterpillar
2. New Approving Official:
 - a. Name: The Mad Hatter
 - b. Title: Executive Director
 - c. Assigned Secure Systems User ID: M1234
 - d. Daytime telephone: (952) 403-9990
 - e. Business address: 777 Canterbury Road South, Lorain, MN 55455
 - f. Personal business e-mail address of the Approving Official: mhatter@madteaparty.org
3. Previous Approving Official:
 - a. Queen of Hearts

Sincerely,

The Mad Hatter

The Mad Hatter
July 28, 2020

4005 May Street, Mount Vernon, Kentucky 40359
952-354-8000
info@charteredaccounts.com
charteredaccounts.com



Beverly K

RULES OF BEHAVIOR
For the Office of the Chief Financial Officer

The Office of the Chief Financial Officer (OCFO) may grant system access to contractors, clients/customers, and program participants who have a need to

Accesses to the OCFO's Systems are for official use only. The system user LOCCS ID) and password issued to you are to be used solely in connection with responsibilities in support of the HUD mission and may not be used for personal condition of receiving access, you agree to be responsible for the confidentiality information and accountable for all activity with your user identification (Use that you will provide this confidential User ID/ password to anyone and to Support Branch Security Administrators upon leaving the employment of your Department.

Additional rules of the system follow:

- a) Log off the system when leaving the system/workstation area.
- b) Refrain from leaving written passwords in the workstation area.
- c) Passwords for application system must be changed periodically, and the composition (uppercase/lowercase, numeric) and reuse are dependent controls.
- d) Your User ID will be suspended after 45 days of inactivity and you will National Helpdesk at 202-708-3300 (Option 3) for a Password reset.
- e) Your User ID will be terminated after six months of inactivity, and you access to the system.
- f) Avoid posting printouts of sensitive output data on bulletin boards.
- g) Avoid leaving system output reports unattended or unsecured.
- h) Control input documents by returning them to files or forwarding them person in your office.
- i) Avoid violation of the Privacy Act, which requires confidentiality of pe government and contractor data files.
- j) Report security violations immediately to the HTS National Helpdesk, Technical Representative (if you are a contractor).
- k) Review the Department's "IT Security Handbook", "IT Security Procedure guidance at: <http://hudatwork.hud.gov/po/it/security/policy>
- l) Complete OCFO's IT Security Awareness Training for the current fiscal

Actions violating any of these rules will result in immediate termination of y password from the system and can result in further disciplinary action as pre Inspector General.

CERTIFICATION: I have read the above statement of policy regarding sys practices when accessing HUD's information resources. I understand the Dep forth above, and I agree to comply with these requirements as a condition of for one of the following systems (please checkmark one of the systems below you are signing the Rules of Behavior for):

A75 HUDCAPS ☐	A75R FDM ☐	A21 LAS ☐
A67 LOCCS ☐	A96 PAS ☐	A39 HCFSS ☐

System User's Name (print)	System User's Name (signature)
---------------------------------------	---

For step-by-step instructions on how to digitally sign this form, c

eLOCCS

RECERTIFICATION

- Must be completed every **3 months**
 - Approving official is sent an email to complete the recertification process within 45 days of the user's expiration date
 - If a user is not certified timely,
 - They will be suspended in the system and not be able to complete draws
- Recertification months:

Region	Recertification Due
01	Jan, April, July, Oct
02	Feb, May, Aug, Nov
03	Mar, June, Sep, Dec
04	Jan, April, July, Oct
05	Feb, May, Aug, Nov
06	Mar, June, Sep, Dec
07	Feb, May, Aug, Nov
08	Jan, April, July, Oct
09	Mar, June, Sep, Dec
10	Mar, June, Sep, Dec



SAMPLE RECERTIFICATION EMAIL

From: HUD-LOCCS@hud.gov <HUD-LOCCS@hud.gov>

Sent: Saturday, September 4, 2021 2:06 AM

To: [REDACTED]

Subject: [EXTERNAL SENDER] eLOCCS Recertification Reminder

**** Please DO NOT reply to this email, contact your local Program Office if you have any questions ****

Dear eLOCCS Approving Official:

****NOTE** This email is a reminder that you have NOT recertified your staff, and failure to recertify your staff by SEPTEMBER 16, 2021 will result in automatic suspension of their eLOCCS system access!**

To recertify your staff:

- Sign in to Secure Systems with your Secure Systems "M" ID and Password
- Click on the eLOCCS link
- Click on the link for Approving Official Functions
- Click on User Certification
- Follow the instructions on the screen

Thank you

**** Please DO NOT reply to this email, contact your local Program Office if you have any questions ****

eLOCCS

REMEMBER

- Do NOT share passwords
 - User will be terminated for LIFE from Secure System
 - Agency will go through an IRS “like” audit and under scrutiny by Chief Financial Office (CFO) LOCCS security



TROUBLESHOOTING

**Contact the REAC
Technical Assistance
Center @**

**1-888-245-4860 or
REAC_TAC@hud.gov**

for the following:

1. I have registered for a Secure System Coordinator ID but have not received it
 - Ask REAC to confirm your registration, your address and status of your Secure Systems ID
2. I mistakenly registered to be a regular user instead of a Coordinator
 - REAC can assist with resolving this and upgrading your account to Coordinator IF they have not submitted LOI paperwork
3. I may have registered for a Secure System ID but I'm not sure
 - REAC Technical Assistance Center will be able to help

TROUBLESHOOTING

Contact your agency's Secure System Coordinator for the following:

1. I have registered for a Secure System User ID and received it
 - Ask your Coordinator to retrieve your User ID and eLOCCS link/roles.
2. I am a user in Secure Systems and do not see a link after I sign in.
 - The Coordinator has not assigned the LOCCS-Query Roles.
3. I click on a program area in eLOCCS, and the page is blank
 - Verify with your Coordinator that LOCCS-Query Roles are assigned

WHO DO YOU CALL?

1. Start with your Dedicated Desk Officer
2. PIH REAC technical assistance-Secure Systems – call 1-888-245-4860 or email REAC_TAC@hud.gov

**PLEASE DO NOT CONTACT LOCCS
SECURITY DIRECTLY**



RESOURCES

- Business Partner Registration:
https://hudapps2.hud.gov/apps/part_reg/ap
- HUD.gov- access secure systems <https://www>
- eLOCCS forms
<http://portal.hud.gov/hudportal/HUD?src=/administration/hudclips/forms/>
- Change of Address Request
<https://www.hud.gov/sites/documents/270>
- eLOCCS Registration Guide-
[https://www.hud.gov/sites/dfiles/CFO/CCS_Registration_Guide-September 2022](https://www.hud.gov/sites/dfiles/CFO/CCS_Registration_Guide-September_2022.pdf)
- eLOCCS Getting Started Guide
https://www.hud.gov/sites/dfiles/CFO/doc_Getting_Started_Guide-Sept_2022.pdf

QUESTIONS?



**YOU'RE NO
READY TO
MAKE A
DRAW!**





WHAT GRANTEES SEE IN ELOCCS

REAC eLOCCS link (this is what you see on the Secure Systems Main Page)

LOCCS Authorizations (this is what you see after registering the 27054E)

eLOCCS Core Screens

- Main Menu
- Portfolio
- Grant Queries
- User Profile
- Voucher Drawdown
- Email Maintenance
- eLOCCS getting started Guide has come

SECURE SYSTEMS ELOCCS LINK

The Grantee can see and sign into eLOCCS hyperlink from the Secure Systems Main Menu after the coordinator assigns LOCCS Roles to the grantees user ID.

REAC Systems Link:

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

Secure Systems

Welcome

system administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)
- [RAP Organization Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)

Main Menu

mail | help | search | home | logout

Systems

- [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 \(SAGIS\)](#)
- [Voucher Management System \(VMS\)](#)

LOCCS AUTHORIZATION PAGE

Clicking the “Line of Credit Control System eLOCCS” link will display the LOCCS Authorizations page. The LOCCS Authorizations Page may be different for each Business Partner depending on the program area authorization selected from HUD form 2705E.



U.S. Dept. of Housing
and Urban Development

LOCCS-Web

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Line of Credit Control System (eLOCCS)

LOCCS Authorizations

LOCCS authorizations are based upon an approved HUD-27054E 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
FAMILY ENDEAVORS, INC. Tax ID	Special Needs Assistance	Drawdown
SNAP		

ELOCCS — MAIN MENU

eLOCCS main menu page displays from the eLOCCS Authorization page. In this example the “Special Needs Assistance (SNAP)” was selected on the Authorizations page.



U.S. Dept. of Housing
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User:
I 00E7 MADTCCA

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ELOCCS - PORTFOLIO



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ELOCCS – PORTFOLIO

The Grant Portfolio lists funding information of ‘All Grants’ by program area authorized for the user.



Menu → Portfolio

All Awards

SNAP

FAMILY ENDEAVORS, INC.

Portfolio

Menu Log Off

Program Area	Award No.	Authorized	Disbursed	Payments in Process	Available Balance	Show 2008 Balance Projects
Special Needs Assistance						
SNAP	103L4E112013	103,992.00	84,425.61	0.00	19,566.39	
SNAP	1021L6001912	486,840.00	486,839.99	0.00	0.01	
SNAP	1021L6002114	520,610.00	0.00	0.00	520,610.00	
SNAP	10400L6001904	1,245,392.00	1,245,391.99	0.00	0.01	
SNAP	1000L6002005	1,325,108.00	619,077.09	0.00	706,030.91	
SNAP	1000L6002106	1,382,936.00	0.00	0.00	1,382,936.00	
SNAP	1031Y6001892	1,487,243.88	636,830.58	0.00	850,413.30	
SNAP	1031Y6002101	819,707.00	0.00	0.00	819,707.00	
SNAP Subtotal:		\$7,371,828.88	\$3,072,565.26	\$0.00	\$4,299,263.62	
Portfolio Totals:		Awards: 8	\$7,371,828.88	\$3,072,565.26	\$0.00	\$4,299,263.62

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100%

ELOCCS — GRANT QUERY

Grantees can review information about a specific grant, which is accessed from the grant number hyperlink on the Grant Information page. Information Displayed:

- General (Default Standard for All Grants)
- Budget (Optional Depends on Program Area)
- Voucher (Standard for All Grants)



[Menu](#) → Portfolio

(HA Name)
Portfolio

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All GrantsCFP

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

ELOCCS — GRANT QUERY

The ‘General’ tab details organizational information, contract dates, and funding information specific to the grant selected.



MenuPortfolioGrant Information

(HA Name)
Grant Information

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Grant: XX-XXXXXXX(CFP) Capital Fund Program

GeneralBudgetVouchersObl/Exp

Contractual Organization: (HA Name) (HA Address) Payee Organization: - same as contractual- Region: 02Office: 06VRS No: XXX-XXXXXX	Contract Dates Original Verify: 06-08-2006 Obligation Start: 07-18-2006 Obligation End: 07-17-2008 Disbursement End: 07-17-2010	Funding Authorized: 450,567.00 Disbursed: 70,000.00 In process: 0.00 Balance: 380,567.00 Collections: 0.00
---	---	---

Contract Status:

-  Late Obligated/Expenditure information! Drawdowns suspended!!

ELOCCS — GRANT QUERY

The 'Budget' tab details funding information specific to the grant selected such as the Authorized dollars, disbursed, payment and balances.



Menu → Portfolio → Award Information

Award: **99** (SNAP) Special Needs Assistance

General

Budget

Vouchers

Award Information

Status	Line Item	Name	Authorized	Disbursed	Payments in Process
	1040	Rental Assistance	842,709.62	842,709.27	0.00
	1050	Supportive Services	515,654.70	331,212.13	0.00
	1060	Administrative	128,879.56	37,820.18	0.00
Totals			1,487,243.88	636,830.58	0.00

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ELOCCS — GRANT QUERY

The 'Voucher' tab details general voucher information for the grant selected such as the date entered, amount, schedule no., deposit date. A voucher number can be selected to retrieve additional detail about that voucher.

Menu

Portfolio

Grant Information

General

Budget

Vouchers

Obl/Exp

Grant: XX43P000501-00

(CFP) Capital Fund Program

(HA Name)

Grant Information

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

ELOCCS – USER PROFILE



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ELOCCS – USER PROFILE

Grantees have access to their profile, which is accessed from the eLOCCS Main Menu. This profile displays Business Partner address, phone, user email approving official information, HUD 27054E authorization and Secure Systems roles. The user can edit their email.

HUD-27054 LOCCS Security	
User: [Redacted] MORGAN METRO HOUSING-ACCNT 4580 N STATE RT 376 MCCONNELSVILLE, OH 43756-0000 Phone: (740) 962-4930 Email: [Redacted]	Approving Official: [Redacted] MORGAN METRO HSNG-EXEC DIR 4580 N ST RT 376 MCCONNELSVILLE, OH 43756-9300 Phone: (740) 962-4930
Effective Date: 2009-09-16	Last access Date: 2017-03-16 Last Certified Date: 2017-03-06
HUD-27054 Program Area Authorizations	
MORGAN MET HA (31-0984964)	
CFP Capital Fund Program	Drawdown
CFRG Capital Fund Recovery Grants	Drawdown
OFND Operating Fund	Drawdown
ROSS Resident Opport & Self Sufficiency	Drawdown
Secure Systems LOCCS Assigned Roles	
ADM Administrator	
QRY Query	

Edit Email

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ELOCCS – VOUCHER ENTRY

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ELOCCS -- VOUCHER ENTRY

The Payment Voucher screen, which is accessed from the Main Menu, allows you to draw down on a voucher by putting a check mark next to the grant number.

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

Program Area	Award No.	Authorized	Disbursed	Payments In Process	Available Award Balance
Special Needs Assistance					
SNAP	☐ MT0047L8T002006	96,749.00	76,348.00	0.00	20,401.00
SNAP	☐ MT0047L8T002107	94,277.00	7,157.53	0.00	87,119.47
SNAP	☐ MT0070Y8T001899	198,659.34	158,093.19	0.00	40,566.15
SNAP	☐ MT0085Y8T001899	145,543.81	85,114.98	0.00	60,428.83

SubmitResetCancel



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ELOCCS — VOUCHER ENTRY

After selecting a grant (or grants), the voucher entry form is displayed.



Menu → Voucher Selection → Payment Entry

HUMAN RESOURCES COUNCIL

Payment 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. HUD implemented the Line of Credit Control System (eLOCCS) to process requests for payments to grantees. Grant recipients should fill out a voucher form for the applicable HUD program with all the necessary information prior to the drawdown process. This information is required to obtain benefits under the program or 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number
501-*****

2. LOCCS Prgm Area
SNAP

3

4

5. Voice Response No.
n/a

6. Grantee Organization
HUMAN RESOURCES COUNCIL

6a. Grantee Organization TIN
MT0070Y8T001899

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1030	Operating Costs	20,000.00	12,695.69	
1050	Supportive Services	91,000.00	17,660.18	
1060	Administrative	15,059.34	3,610.28	
1100	Leasing	72,600.00	6,600.00	
Total:		198,659.34	40,566.15	

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

12. Name & Title of Authorized Signatory

13. Signature

14. Date of Request

DONALD FOLEY

10-19-2022

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)

form HUD

ELOCCS – CANCEL VOUCHER

Line of Credit Control System (eLOCCS)



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- [Maintain Email Assignments](#)

ELOCCS — CANCEL VOUCHER

Users who have the authority to create a voucher request can cancel that request prior to LOCCS payment. The Cancel Voucher Selection is accessed from the Main Menu.



(HA Name)
Cancel Voucher Selection

Menu  Cancel Voucher Selection

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

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

Program Area	Grant No.	Voucher No.	Entered	Amount	Action
Capital Fund Program					
CFP	XX39P000501-00	092-081388	11-25-2002 by 	691.40	
CFP	XX39P000501-00	092-081590	11-25-2002 by 	100,203.98	
CFP	XX39P000501-02	092-081816	12-02-2002 by 	2,000.00	
Drug Elimination Grant Program					
DRUG	XX39DEP0000100	018-152464	12-02-2002 by 	1,000.00	

ELOCCS — EMAIL MAINTENANCE

- Email Maintenance - eLOCCS can provide email maintenance services to the LOCCS HUD changes that affect the funding of a portfolio. The Business Partner maintains email distribution list and the LOCCS email the user's address will receive.
- In order to update or maintain email addresses must be assigned the Secure Systems LOCCS 'ADM - Administration'. The 'ADM' role enables eLOCCS Main Menu to display 'Maintain Email Addresses' and 'Maintain Email Assignment' hyperlinks.

ELOCCS – EMAIL ADDRESSES

Line of Credit Control System (eLOCCS)



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ELOCCS – EM MAINTENANCE

The Maintain Email Addresses screen allows you to add an entry of the email address for your Business Partner. Additional email addresses can be added.



Menu

→

Maintain Email Addresses

(HA Name)
Maintain Email Addresses

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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 :	PHA_Name@Atlantic.net
Update Primary	

ADDITIONAL Email Addresses: (Click the name link to modify or delete)			
	Name	Email	Phone Ext.
1	John Henry	JohnH@Cableone.net	(123)-123-4567 10
			Add Additional

ELOCCS — EMAIL ASSIGNMENTS

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- [Maintain Email Assignments](#)

ELOCCS- 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

 Menu → Maintain Email Assignments (HA Name) [Menu](#) [Auth](#) [Log Off](#) [Bottom](#)
Maintain Email Assignments (CFP)

☒ By Addressee ☐ By Type of Email

Type of Email	Address	Email
1. John Henry	JohnH@Cableone.net	☒ Wire Payments Summary ☒ Portfolio Action Summary ☐ Debt Approval Notification ☐ Debt Warning

By Addressee



 Menu → Maintain Email Assignments (HA Name) [Menu](#) [Auth](#) [Log Off](#) [Bottom](#)
Maintain Email Assignments (CFP)

☐ By Addressee ☒ By Type of Email

Type of Email	Address	Email
1. Wire Payments Summary	John Henry	☒ JohnH@Cableone.net
2. Portfolio Action Summary	John Henry	☒ JohnH@Cableone.net
3. Debt Approval Notification	John Henry	☐ JohnH@Cableone.net
4. Debt Warning	John Henry	☐ JohnH@Cableone.net

By Type of Email





FINANCIAL REQUIRED COMPONENTS

Financial Procedures

- Internal & External

Organizational Chart

Sufficient Financial System {2 CFR 201.20.1}

Financial Payouts

- Source Documentation
- Draw Requirements
- E-LOCCS

Indirect Cost/Allocation Plan

Other:

- Single audit submission

GRANTEE FINANCIAL PROCEDURES

Internal

Some duties include:

- Receiving vouchers
- Reviewing vouchers
- Verifying funds in e-LOCCS

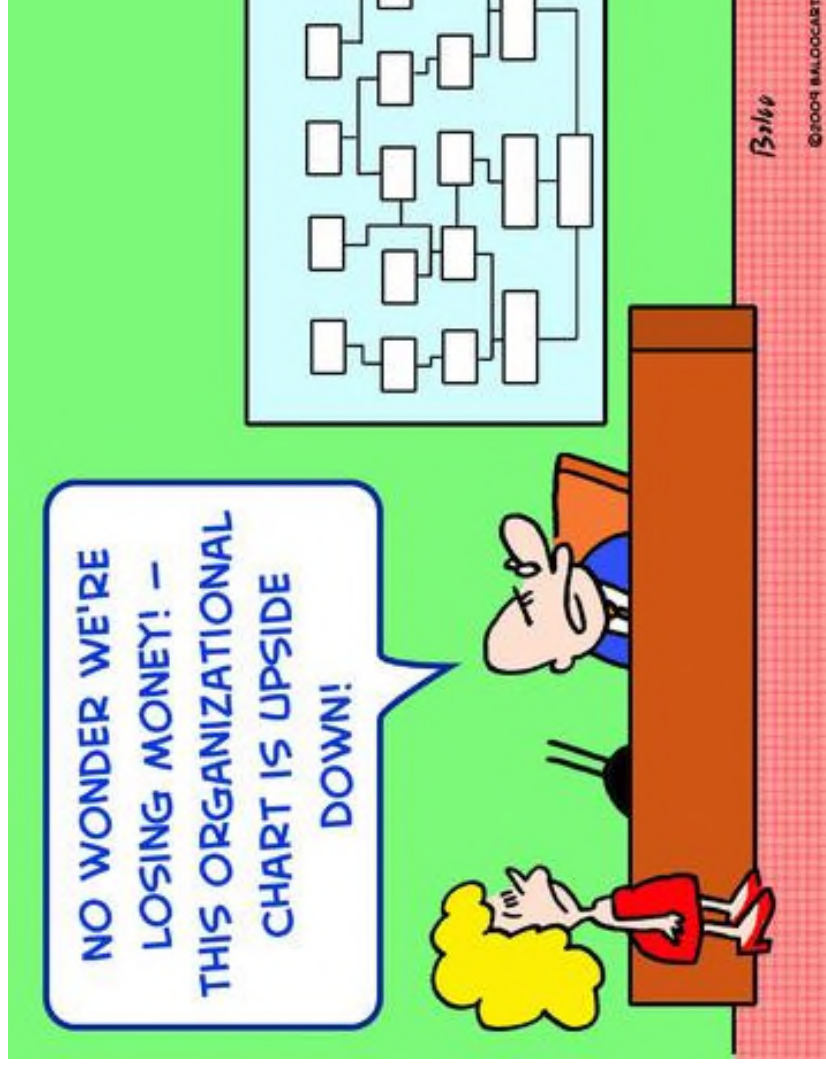
External

Other duties include:

- Drawing funds from local account.
- Cutting the check!
- Posting to Official Financial System

Either way...
SEPARATION OF DUTIES!

ORGANIZATIONAL CHART



Should Include:

- Position Titles
- Employee Filling Position
- Organizational Structure

Also Incorporates:

- Position Description/Responsi



LOCAL FINANCIAL ACCOUNTING RECORDS

General Ledger

- Contains all the accounts for recording transactions relating to assets, liabilities, equity, revenue, and expenses.

Must Contain:

Account Heading/FUND Code

- E.G.: Operating, Supportive Services, Admin, etc.

Final budgeted amounts

- To include:
 - Budgeted
 - Obligated/Unobligated
 - Expended
 - Remaining balances



FINANCIAL PAYOUTS

USE OF FINANCIAL SYSTEMS

- E-LOCCS
 - Must go through Secure Systems
 - Approving Official must be Coordinator
 - One AO/Coordinator per agency!
 - Separation of duties
 - Coordinator vs User roles
 - Must draw quarterly to meet draw requirements
 - NEVER share M-IDs and passwords!!! (your M-IDs will be terminated)

RECEIPTS / DOCUMENTATION



- Each voucher should contain all receipts/documents included in drawdown.
- Review date of request and date
 - No long wait times!
 - Should be *AFTER* agreement signed and dated!
- Eligible Cost?
 - 2 C.F.R. 200 Subpart E
 - 24 C.F.R. 578

TIME & ATTENDANCE REQUIREMENTS

Must track time on activity/grant

- Certification is acceptable if employee v ONE program.
- Certify on semi-annual basis
- Multiple grants:
- Program Activity Report (PAR)
- At least monthly

Must be signed by supervisor

Must be either Indirect or Direct Cost

- NOT Both!



TRACK YOUR SPENDING

- HUD Dedicated Desk Officers (DDOs) track spending on a monthly basis, generating a spending report.
- DDOs will reach out to recipient if spending is slow, no draws have been made, draws are not being made quarterly, or for other flags.
- Agencies should track their spending throughout the grant to ensure full expenditures of funds.
- Contact your DDO if you have concerns or require a budget adjustment or extension.

RESPONSIBILITY OF PASS- THROUGH AGENCIES

- Pass-through agencies must review and process requests for reimbursements within 45-days of receiving an invoice.
- Pass-through agencies are responsible for monitoring subrecipients to ensure compliance with federal regulations.
- Pass-through agencies must receive and process subrecipients' single audits and track compliance.

