*e*LOCCS & FINANCIAL TRAINING FOR YHDP RECIPIENTS

TODAY WE WILL DISCUSS

- How to get access to eLOCCS.
- How to create a voucher.
- Basic financial management.
- Financial file documentation.

LOCCS OVERVIEW

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

- Annual disbursements exceed $28 billion.

HUD staff accesses LOCCS through a web version just called **LOCCS** or **LOCCS-Web**.

- 1,500 users

External Business Partners and Grantees access LOCCS through an internet version called **eLOCCS**.

- 16,500 users

WHAT'S IN LOCCS

- Grant funding amounts
  - Reservation, Obligation, Contract, Disbursement and Collections
- Program subsidiary contract funding breakout
  - Budget Line Items
- Program voucher review and threshold edits
  - LOCCS controlled
- Grant voucher review and threshold edits
  - HUD Program staff controlled
- Program document tracking
  - Financial/Progress reports

WHAT CAN GRANTEES DO IN ELOCCS

- View their HUD portfolio
- View individual Grant detail
- Enter a voucher (if authorized)
- Maintain their personal email address
- Control who in their organization receives LOCCS emails

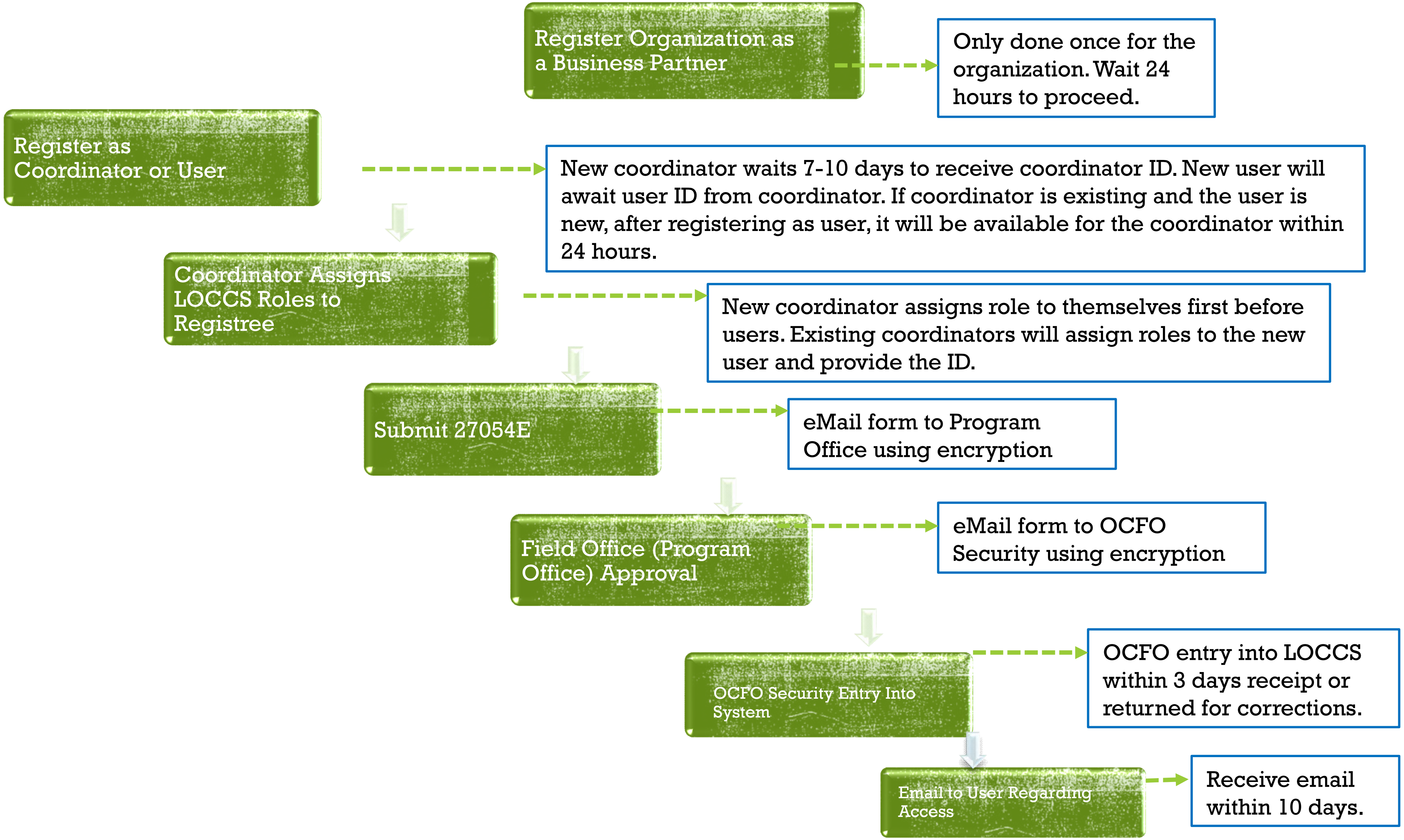
PROGRESSION OF STEPS FOR NEW LOCCS USERS

Register In Secure Systems

Complete HUD Form 27054e

Get assigned the “LOCCS User” role in Secure Systems

ELOCCS GRANTEE REGISTRATION



Register Organization as a Business Partner

Only done once for the organization. Wait 24 hours to proceed.

Register as Coordinator or User

New coordinator waits 7-10 days to receive coordinator ID. New user will await user ID from coordinator. If coordinator is existing and the user is new, after registering as user, it will be available for the coordinator within 24 hours.

Coordinator Assigns LOCCS Roles to Registree

New coordinator assigns role to themselves first before users. Existing coordinators will assign roles to the new user and provide the ID.

Submit 27054E

eMail form to Program Office using encryption

Field Office (Program Office) Approval

eMail form to OCFO Security using encryption

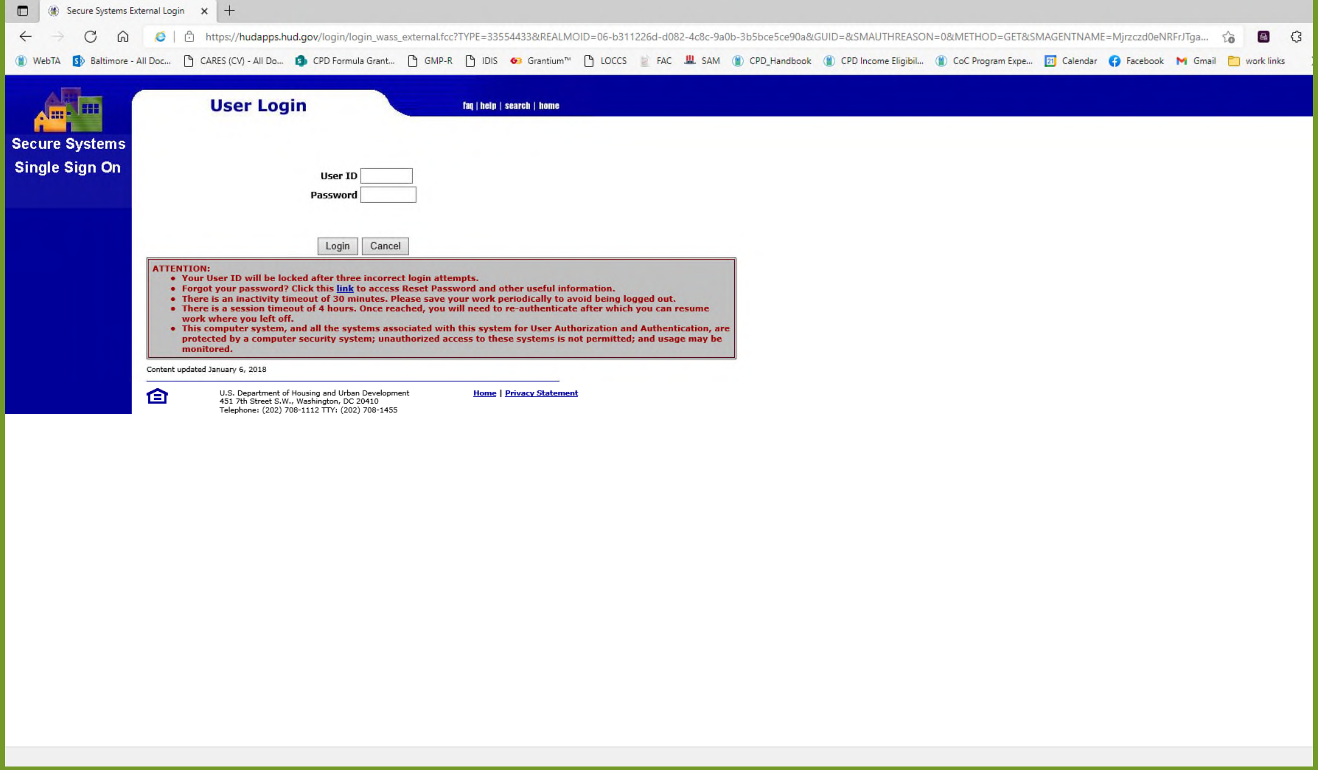
OCFO Security Entry Into System

OCFO entry into LOCCS within 3 days receipt or returned for corrections.

Email to User Regarding Access

Receive email within 10 days.

HOW GRANTEES ACCESS LOCCS


Secure Systems External Login
WebTA
Baltimore - All Doc...
CARES (CV) - All Do...
CPD Formula Grant...
GMP-R
IDIS
Grantium™
LOCCS
FAC
SAM
CPD_Handbook
CPD Income Eligibil...
CoC Program Expe...
Calendar
Facebook
Gmail
work links
Secure Systems
Single Sign On
faq | help | search | home
Login
Cancel
Home | Privacy Statement

https://hudapps.hud.gov/login/login_wass_external.fcc?TYPE=33554433&REALMOID=06-b311226d-d082-4c8c-9a0b-3b5bce5ce90a&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=MjrzczdOeNRFrJTga...

User Login

User ID

Password

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 information.
- There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.
- There is a session timeout of 4 hours. Once reached, you will need to re-authenticate after which you can resume work where you left off.
- This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

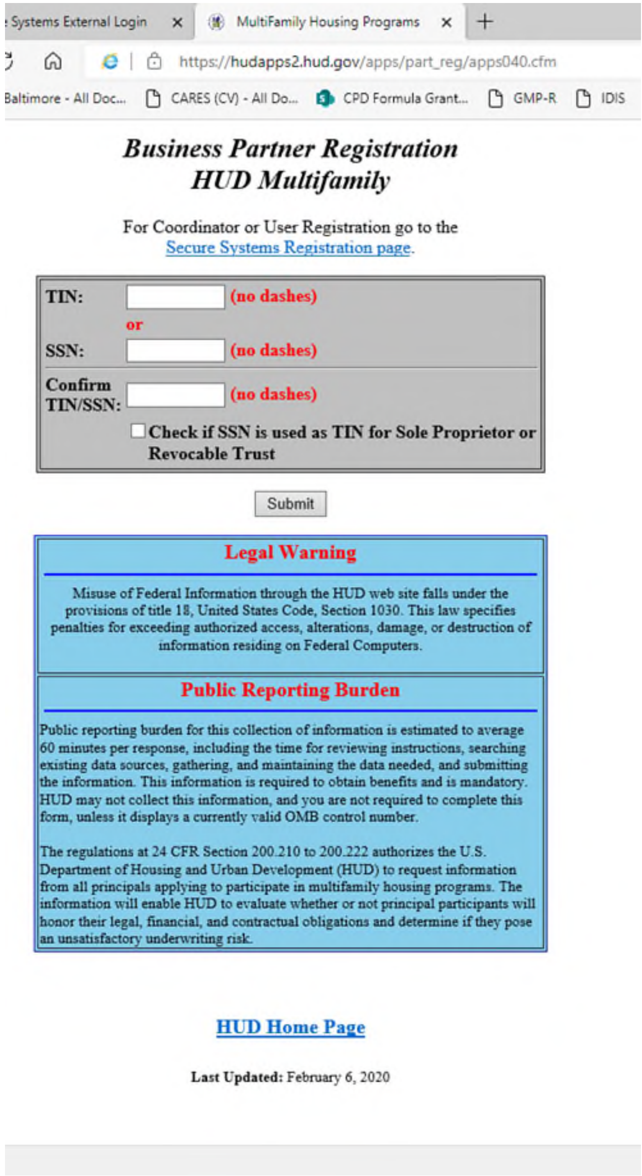
Content updated January 6, 2018

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

Secure Systems is the HUD Web Portal in which the eLOCCS application resides.

Grantees must first register as an entity in Secure Systems before it can add Secure Systems users.

BUSINESS PARTNER REGISTRATION PARTNER REGISTRATION



Business Partner Registration
HUD Multifamily

For Coordinator or User Registration go to the
Secure Systems Registration page.

TIN: ______ **(no dashes)**

or

SSN: ______ **(no dashes)**

Confirm TIN/SSN: ______ **(no dashes)**

☐ **Check if SSN is used as TIN for Sole Proprietor or Revocable Trust**

Submit

Legal Warning

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

Public Reporting Burden

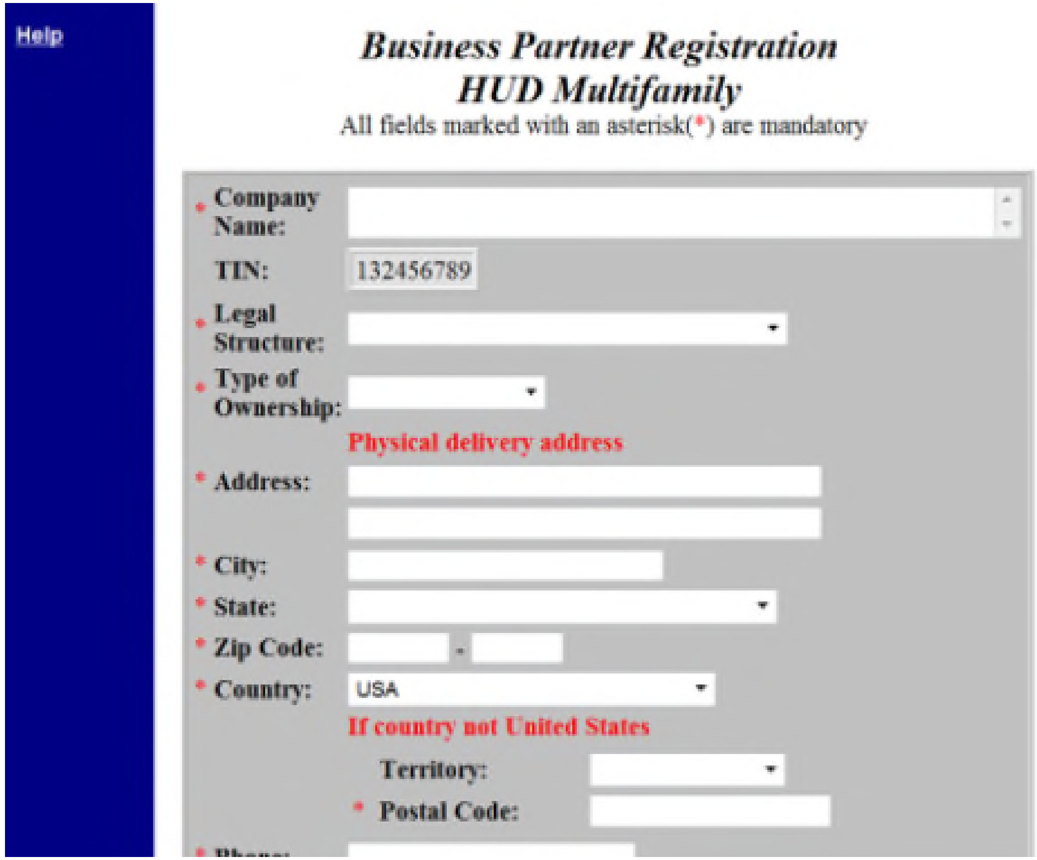
Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and submitting the information. This information is required to obtain benefits and is mandatory. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The regulations at 24 CFR Section 200.210 to 200.222 authorizes the U.S. Department of Housing and Urban Development (HUD) to request information from all principals applying to participate in multifamily housing programs. The information will enable HUD to evaluate whether or not principal participants will honor their legal, financial, and contractual obligations and determine if they pose an unsatisfactory underwriting risk.

HUD Home Page

Last Updated: February 6, 2020

- If a recipient has never been awarded a HUD grant, it must first register as Business partner using this link: https://hudapps2.hud.gov/apps/part_reg/apps040.cfm
- For the purpose of CoC grants, our business partners are considered "Multifamily Entities."
- The recipient will enter its Tax Identification Number (TIN) and click "Submit"



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:

BUSINESS PARTNER REGISTRATION CONT.

- The ‘Business Partner Registration HUD Multifamily’ screen will display with a ‘Form to fill’ OR the Participant TIN had ‘already been processed’ screen will display.
- Complete the form and click “Save.”
- Wait until the next business day to take the next step.

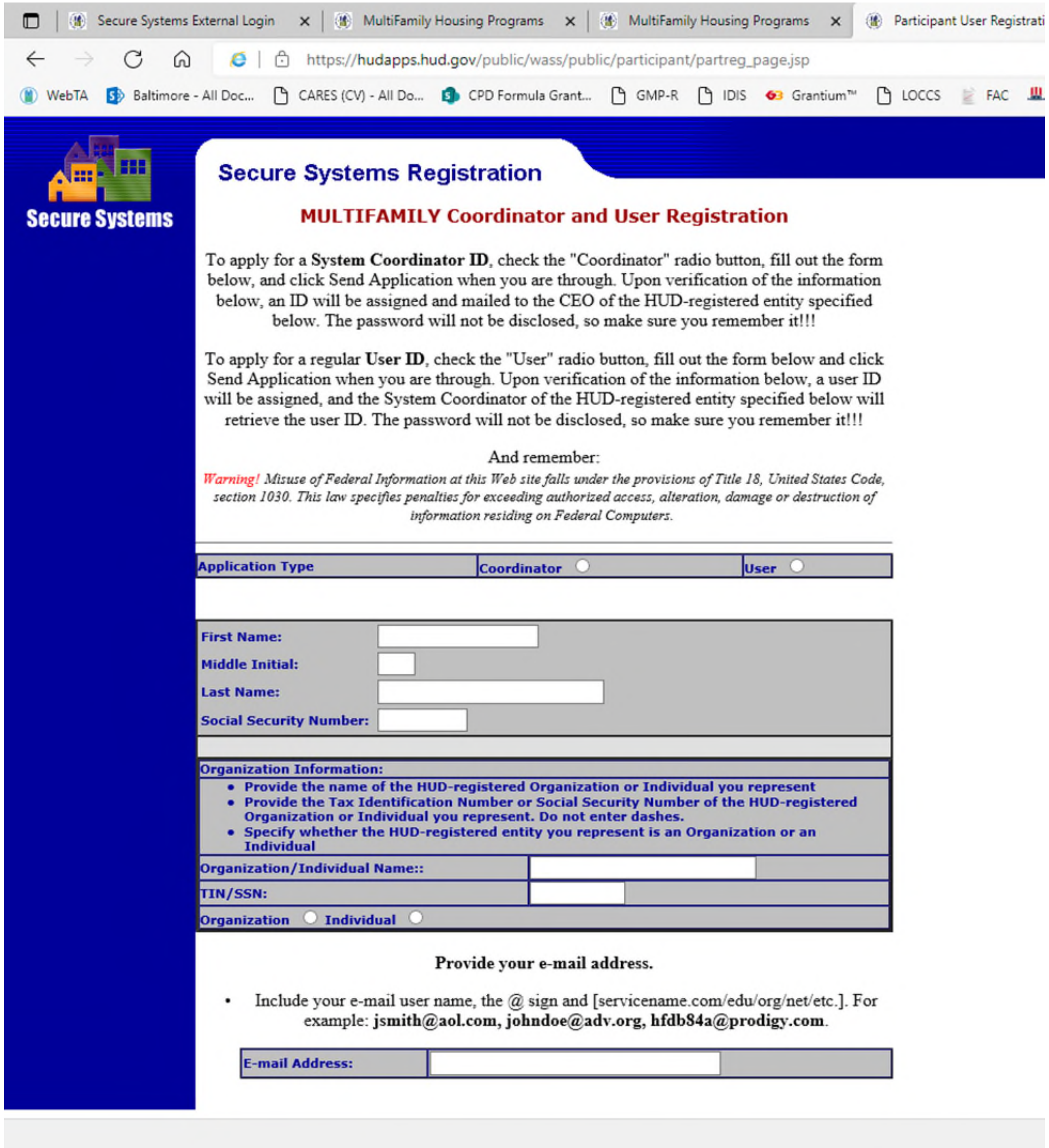
SECURE SYSTEMS “COORDINATOR” REGISTRATION

- The Secure Systems Coordinator is required to be the LOCCS Approving Official.
- Only a Secure Systems Coordinator has the authority to assign the LOCCS Query and Admin roles to display the eLOCCS link for the eLOCCS user to sign in. There must be at least one Secure Systems Coordinator registered.
- The Approving Official does not have eLOCCS access – only Secure Systems access.
- The Coordinator/AO will apply for Secure Systems access at this website:

https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp

- A letter containing the Coordinator’s ‘M’ ID will be mailed to the organization’s CEO/ED within 7-10 business days.

SECURE SYSTEMS COORDINATOR AND USER REGISTRATION PAGE


Secure Systems External Login
MultiFamily Housing Programs
MultiFamily Housing Programs
Participant User Registrati
https://hudapps.hud.gov/public/wass/public/participant/partreg_page.jsp
WebTA
Baltimore - All Doc...
CARES (CV) - All Do...
CPD Formula Grant...
GMP-R
IDIS
Grantium™
LOCCS
FAC
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:

Organization Information:

- **Provide the name of the HUD-registered Organization or Individual you represent**
- **Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.**
- **Specify whether the HUD-registered entity you represent is an Organization or an Individual**

Organization/Individual Name::
TIN/SSN:
Organization ○ **Individual** ○

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com**.

E-mail Address:

SECURE SYSTEMS "USER" REGISTRATION

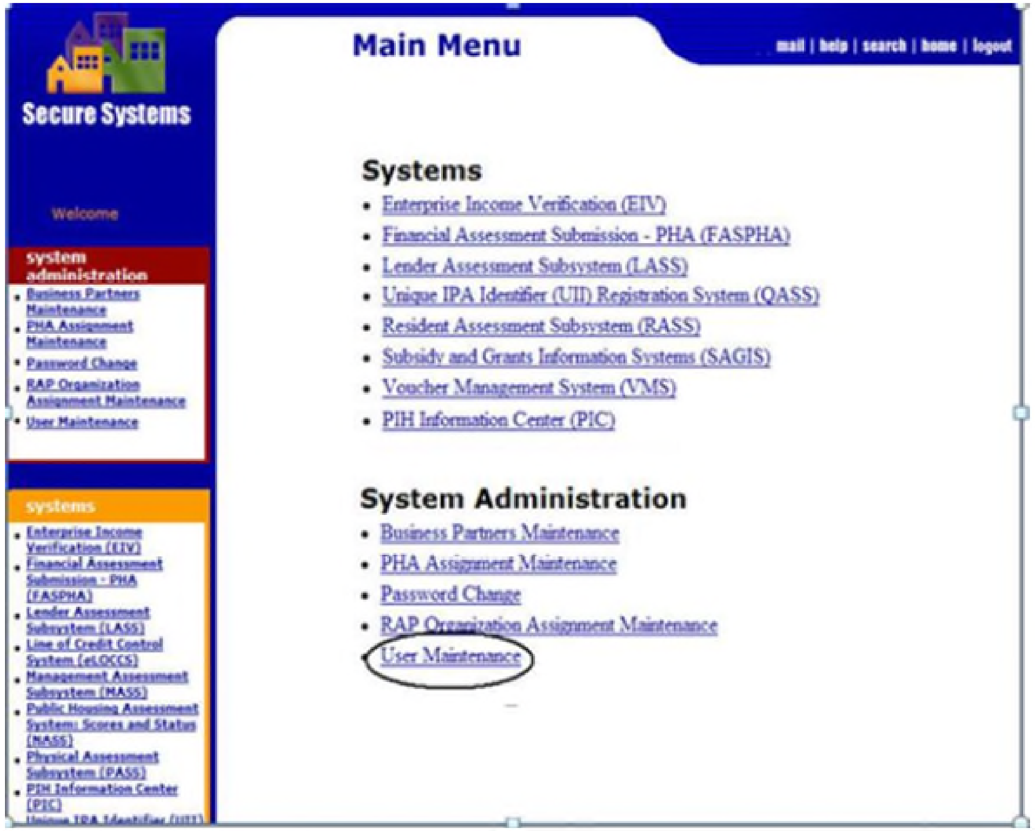
- A Secure Systems User is the recipient employee responsible for drawing funds from eLOCCS.
- Using the same link as the Coordinator, the employee responsible for making draws in LOCCS will register in Secure Systems as a "user."
- After submitting the form, the Coordinator should wait 3 business days to retrieve the employees User ID in Secure System and assign the 'Query' and 'ADM' LOCCS roles to establish the eLOCCS link.

ASSIGNING ROLES IN SECURE SYSTEMS

- For the Secure Systems Coordinator (Approving Official) to assign roles to users, they must first assign themselves the role of "LOCCS Coordinator"
- For the LOCCS user to access LOCCS in Secure Systems, the Secure Systems Coordinator must assign the role of "LOCCS User".

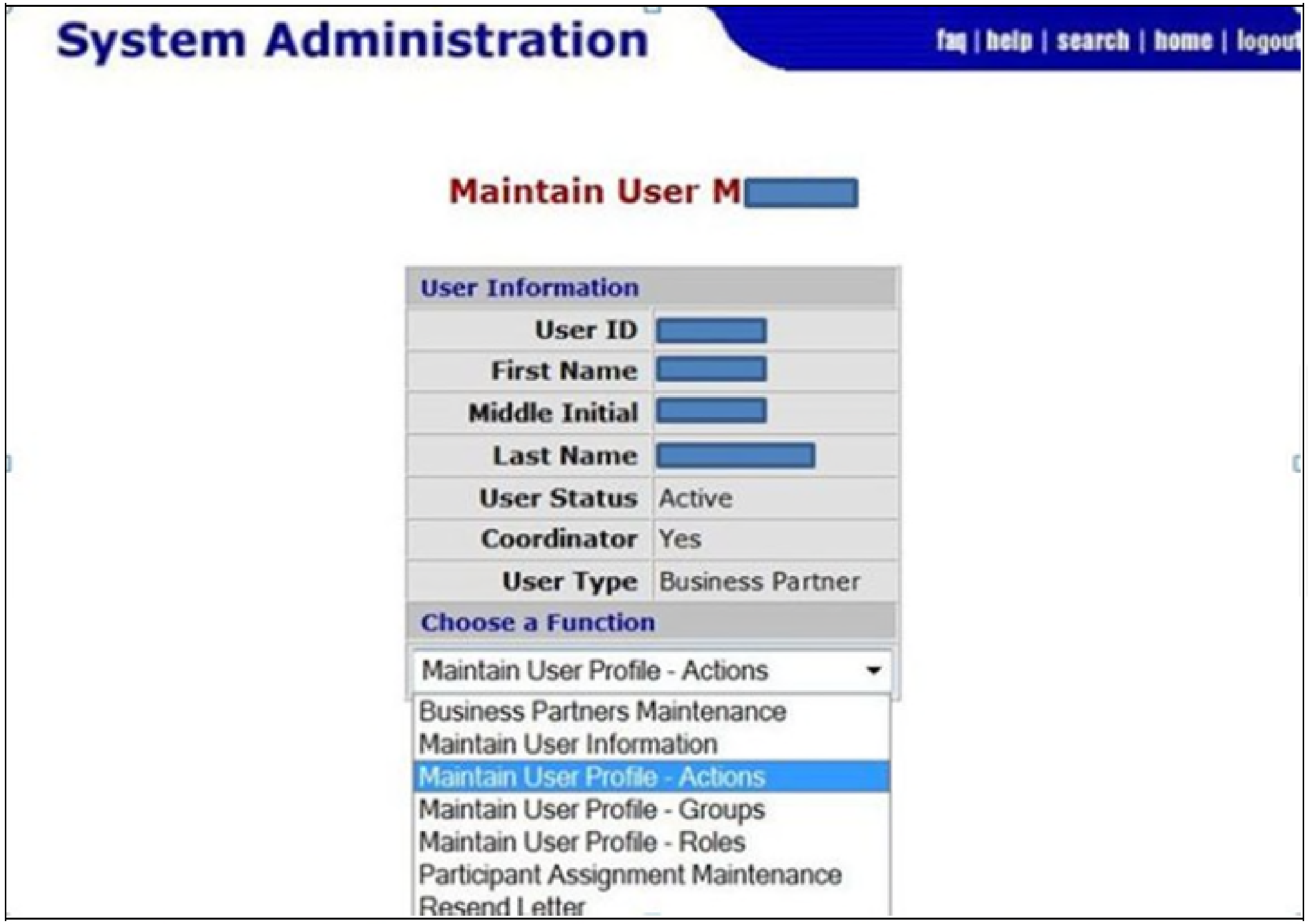
ASSIGNING THE LOCCS COORDINATOR ROLE

From the **Secure Systems Coordinator Main Menu**, Select **User Maintenance**. (Figure 1).


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)
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)
Main Menu
mail | help | search | home | logout
Systems
Enterprise Income Verification (EIV)
Financial Assessment Submission - PHA (FASPHA)
Lender Assessment Subsystem (LASS)
Unique IPA Identifier (UII) Registration System (QASS)
Resident Assessment Subsystem (RASS)
Subsidy and Grants Information Systems (SAGIS)
Voucher Management System (VMS)
PIH Information Center (PIC)
System Administration
Business Partners Maintenance
PHA Assignment Maintenance
Password Change
RAP Organization Assignment Maintenance
User Maintenance

- After logging into Secure Systems, select User Maintenance
- Enter the M ID in the Search by User ID

ASSIGNING ROLES, CONT.


System Administration
faq | help | search | home | logout

Maintain User M[redacted]

User Information	
User ID	[redacted]
First Name	[redacted]
Middle Initial	[redacted]
Last Name	[redacted]
User Status	Active
Coordinator	Yes
User Type	Business Partner

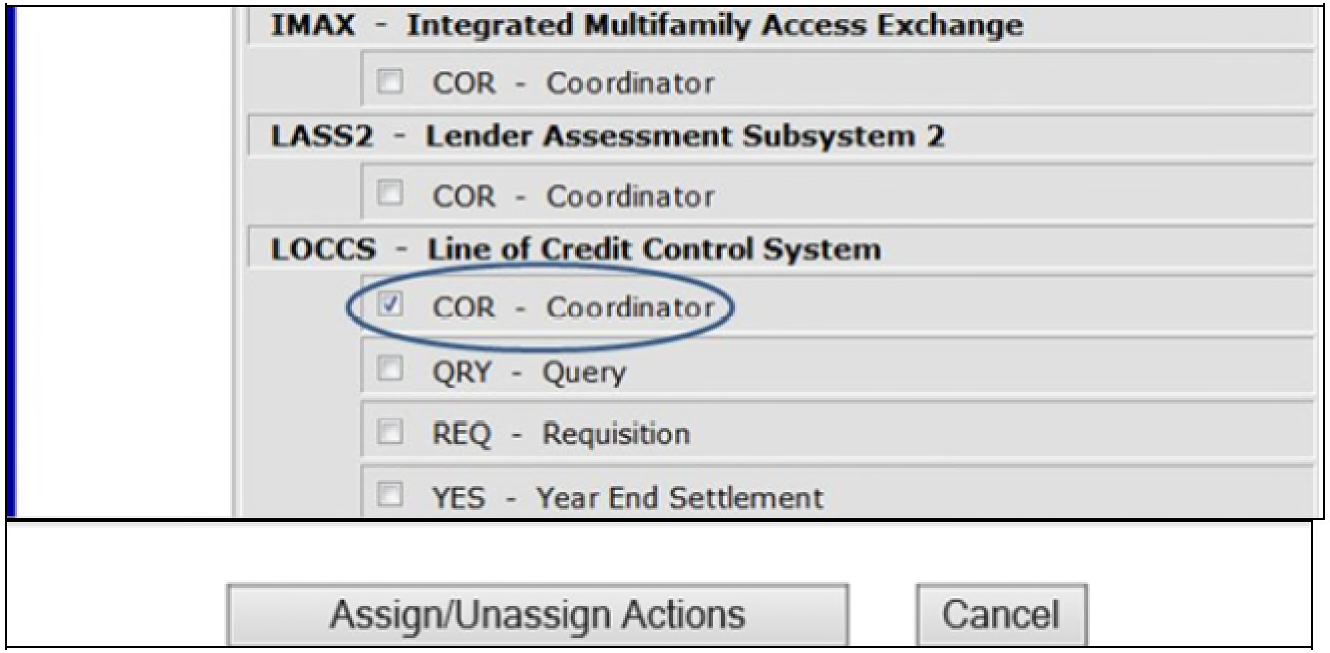
Choose a Function: Maintain User Profile - Actions

Business Partners Maintenance
Maintain User Information
Maintain User Profile - Actions
Maintain User Profile - Groups
Maintain User Profile - Roles
Participant Assignment Maintenance
Resend Letter

Figure 3. Maintain User Profile – Actions

- On the Maintain User Profile screen, select “Choose a Function”
- Then select “Maintain User Profile – Actions” and click Submit

ASSIGNING ROLES, CONT.



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

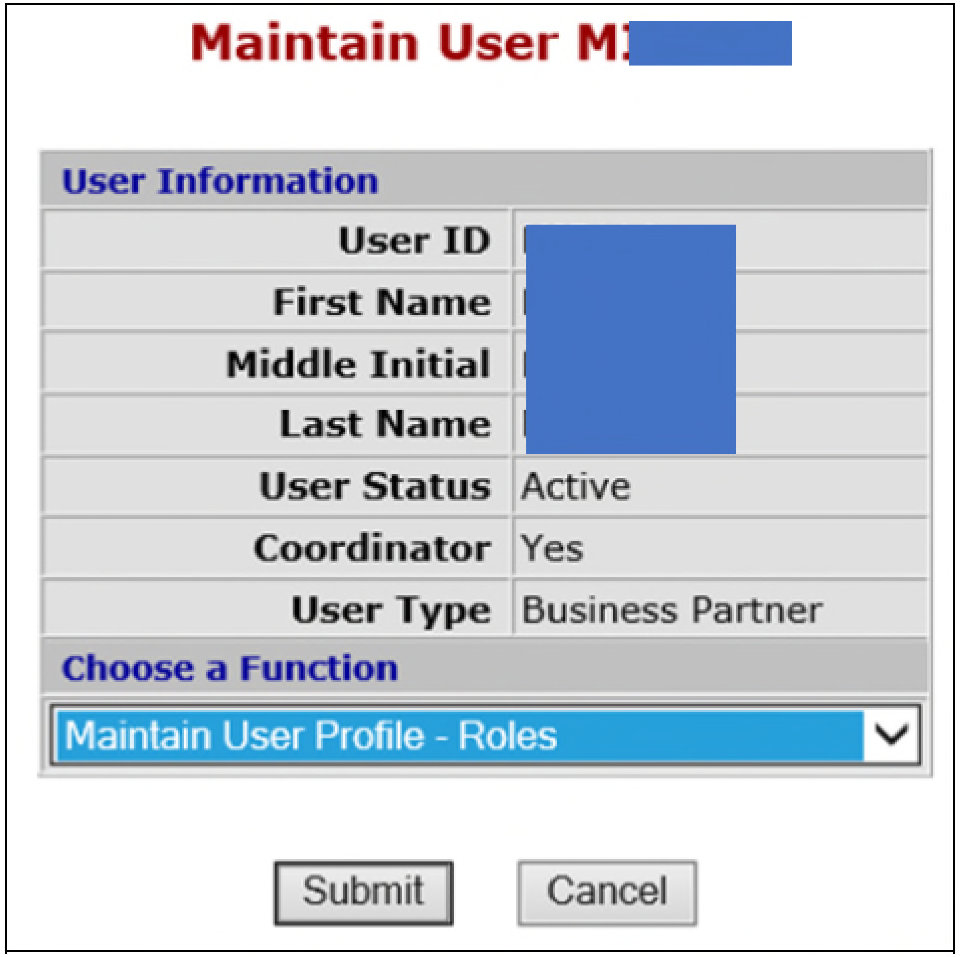
☐ YES - Year End Settlement

Figure 4. Mark the check box - LOCCS 'COR'

- From the Assign/Unassign Actions page, mark the "LOCCS COR-Coordinator" check box, then click "Assign/Unassign" button.
- From the System Administration Page, click "OK" button to confirm the action.

ASSIGNING ROLES, CONT.

- Now the Coordinator needs to assign themselves the LOCCS (ADM and QRY) roles.
- From the Maintain User Profile screen, select "Maintain User Profile – Roles" and click Submit



Maintain User M[redacted]

User Information

User ID	[redacted]
First Name	[redacted]
Middle Initial	[redacted]
Last Name	[redacted]
User Status	Active
Coordinator	Yes
User Type	Business Partner

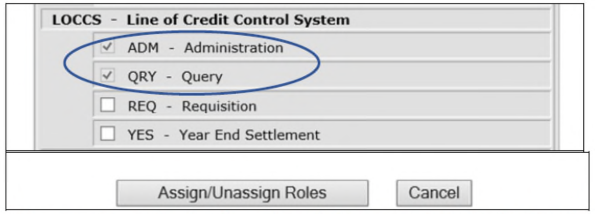
Choose a Function

Maintain User Profile - Roles

Figure 6. Maintain User Profile – Roles

ASSIGNING ROLES, CONT.

H. From the **Assign/Unassign Roles** page, mark the <**LOCCS ADM-Administration**> and <**LOCCS QRY-Query**> check boxes and click **<Assign/Unassign Roles>** button.



LOCCS - Line of Credit Control System

☑ ADM - Administration

☑ QRY - Query

☐ REQ - Requisition

☐ YES - Year End Settlement

Figure 7. Mark the check box - LOCCS 'ADM' and 'QRY'

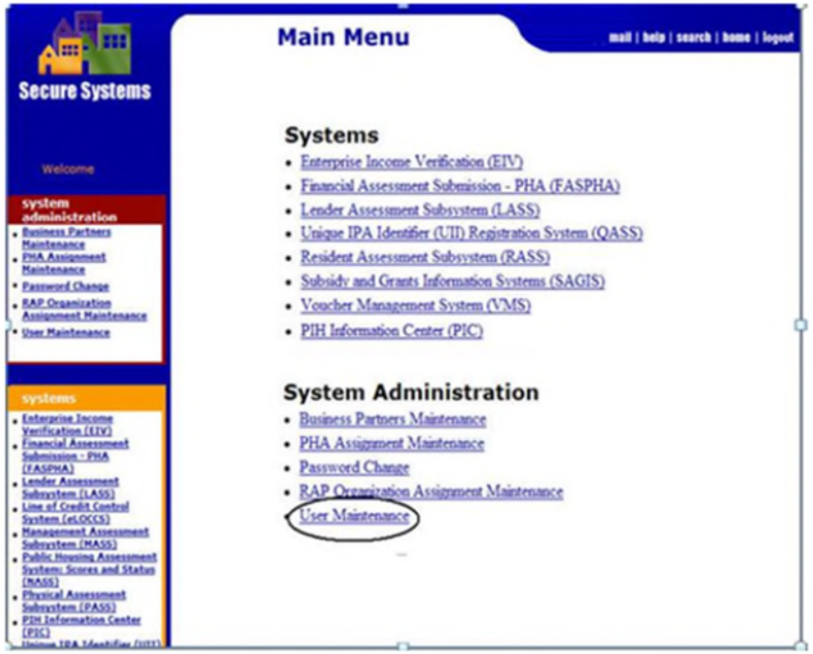
I. From the System Administration page, click **<Confirm>** button to confirm roles. Then Click **<OK>** button to finalize assignment.

- From the Assign/Unassign Roles page, mark the "LOCCS ADM – Administration" and "LOCCS QRY-Query" check boxes and click "Assign/Unassign Roles" button.
- From the System Administration page, click "Confirm" then "OK"

ASSIGNMENT OF ROLES TO *e*LOCCS USER

The LOCCS Coordinator selects “User Maintenance” from the Main Menu screen

From the **Secure Systems Coordinator Main Menu**, Select **User Maintenance**. (Figure 1).


Secure Systems
Welcome
system administration
Business Partners Maintenance
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Password Change
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systems
Enterprise Income Verification (EIV)
Financial Assessment Submission - PHA (FASPHA)
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Management Assessment Subsystem (MASS)
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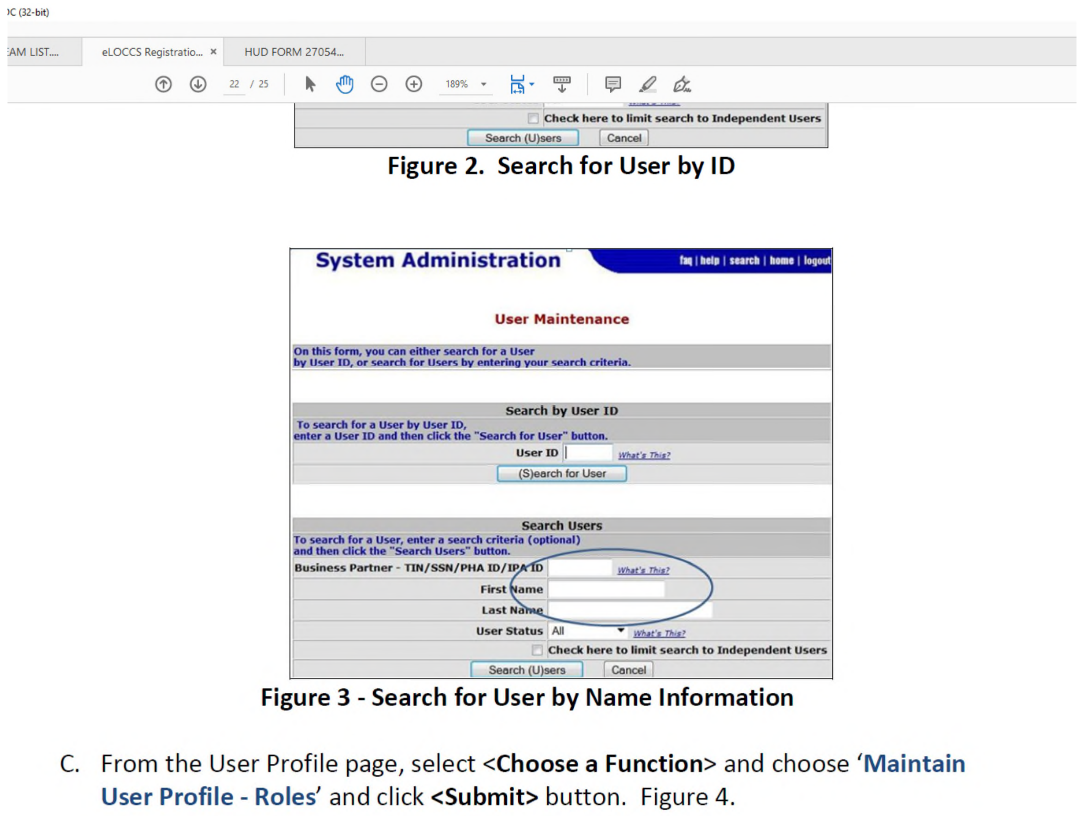
Lender Assessment Subsystem (LASS)
Unique IPA Identifier (UII) Registration System (QASS)
Resident Assessment Subsystem (RASS)
Subsidy and Grants Information Systems (SAGIS)
Voucher Management System (VMS)
PIH Information Center (PIC)
System Administration
Business Partners Maintenance
PHA Assignment Maintenance
Password Change
RAP Organization Assignment Maintenance
User Maintenance

ASSIGNING THE LOCCS USER ROLE



☐ Check here to limit search to Independent Users

Search (U)sers Cancel

Figure 2. Search for User by ID

System Administration

User Maintenance

On this form, you can either search for a User by User ID, or search for Users by entering your search criteria.

Search by User ID

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID: What's This?

(S)earch for User

Search Users

To search for a User, enter a search criteria (optional) and then click the "Search Users" button.

Business Partner - TIN/SSN/PHA ID/IPA ID: What's This?

First Name:

Last Name:

User Status: All What's This?

☐ Check here to limit search to Independent Users

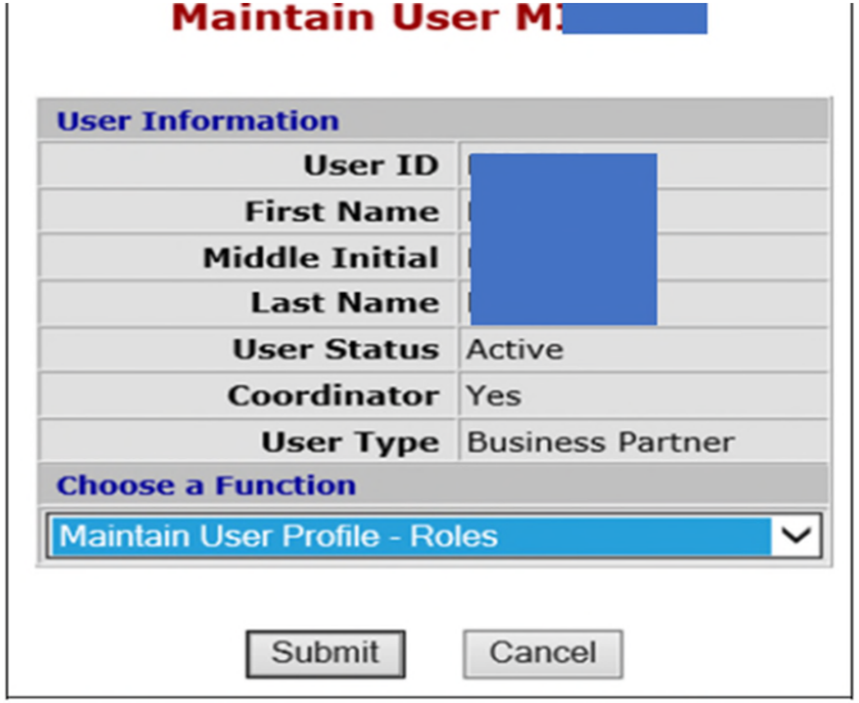
Search (U)sers Cancel

Figure 3 - Search for User by Name Information

C. From the User Profile page, select <**Choose a Function**> and choose '**Maintain User Profile - Roles**' and click **<Submit>** button. Figure 4.

- From the User Maintenance Screen, search for user by name or SSN
- This is how the Coordinator will get the User's M ID to complete the HUD form 27054e

ASSIGNING THE eLOCCS USER ROLE CONT.



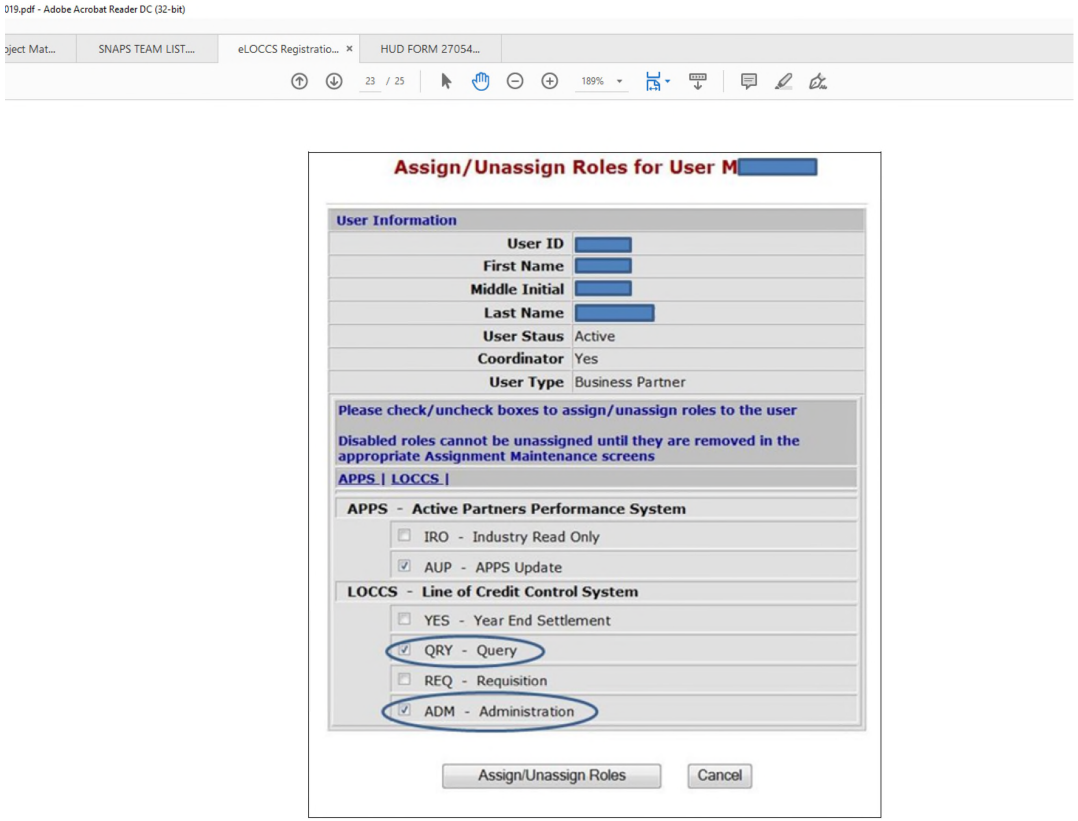
Maintain User M[redacted]

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

Figure 6. Maintain User Profile – Roles

- From the Maintain User Profile screen, select "Maintain User Profile – Roles" and click Submit

ASSIGNING THE eLOCCS USER ROLE CONT.


019.pdf - Adobe Acrobat Reader DC (32-bit)
ject Mat...
SNAPS TEAM LIST....
eLOCCS Registratio... ×
HUD FORM 27054...
23 / 25
189%
Assign/Unassign Roles
Cancel

Assign/Unassign Roles for User M[redacted]

User Information

User ID	[redacted]
First Name	[redacted]
Middle Initial	[redacted]
Last Name	[redacted]
User Staus	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign roles to the user

Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens

APPS | LOCCS |

APPS - Active Partners Performance System

- ☐ IRO - Industry Read Only
- ☑ AUP - APPS Update

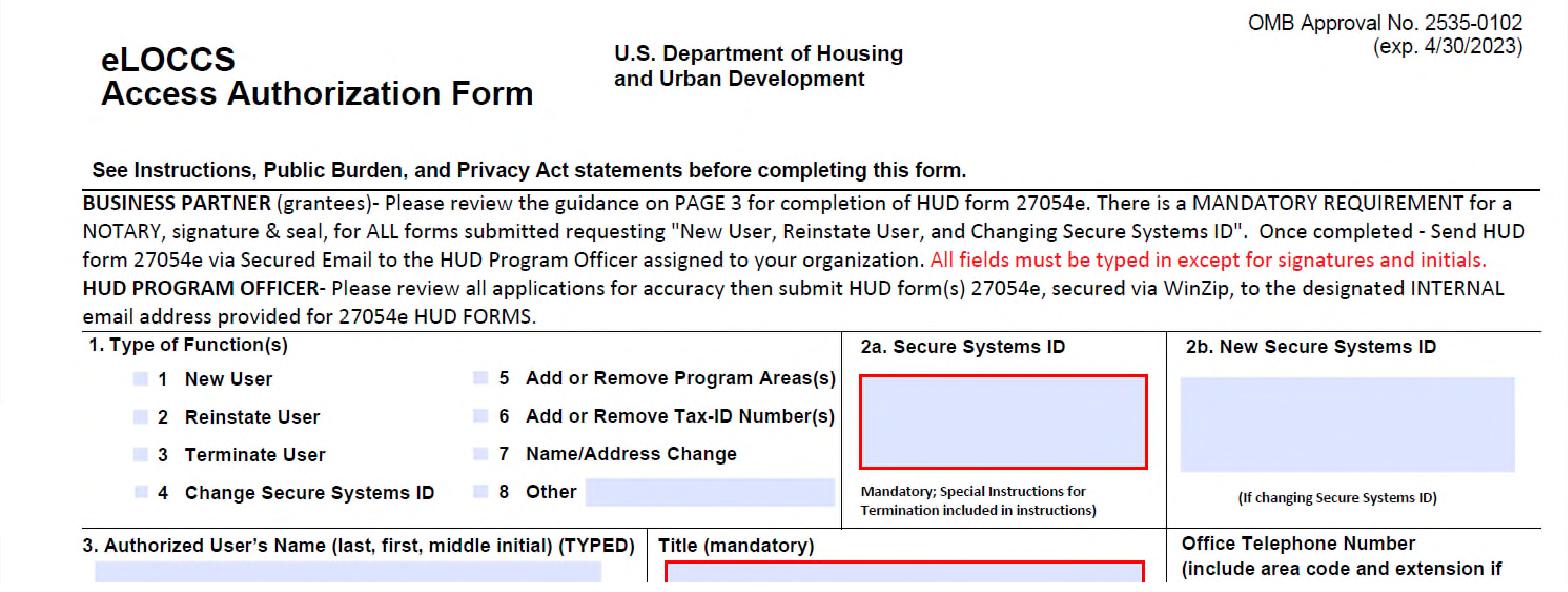
LOCCS - Line of Credit Control System

- ☐ YES - Year End Settlement
- ☑ QRY - Query
- ☐ REQ - Requisition
- ☑ ADM - Administration

- Under the LOCCS System, mark the "QRY" and "ADM" check boxes and click "Assign/Unassign Roles" button.
- Inform the User that the roles have been assigned and they should sign into Secure Systems to access eLOCCS.

HUD FORM 27054E

- Once an employee gets a Secure Systems "M" ID, they can apply for LOCCS Access with the HUD Form 27054e.



OMB Approval No. 2535-0102
(exp. 4/30/2023)

eLOCCS
Access Authorization Form

U.S. Department of Housing
and Urban Development

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 27054e. There is a MANDATORY REQUIREMENT for a NOTARY, signature & seal, for ALL forms submitted requesting "New User, Reinstate User, and Changing Secure Systems ID". Once completed - Send HUD form 27054e via Secured Email to the HUD Program Officer assigned to your organization. All fields must be typed in except for signatures and initials.
HUD PROGRAM OFFICER- Please review all applications for accuracy then submit HUD form(s) 27054e, secured via WinZip, to the designated INTERNAL email address provided for 27054e HUD FORMS.

1. Type of Function(s)

☐ 1 New User
☐ 2 Reinstate User
☐ 3 Terminate User
☐ 4 Change Secure Systems ID
☐ 5 Add or Remove Program Areas(s)
☐ 6 Add or Remove Tax-ID Number(s)
☐ 7 Name/Address Change
☐ 8 Other

2a. Secure Systems ID

Mandatory; Special Instructions for Termination included in instructions)

2b. New Secure Systems ID

(If changing Secure Systems ID)

3. Authorized User's Name (last, first, middle initial) (TYPED)

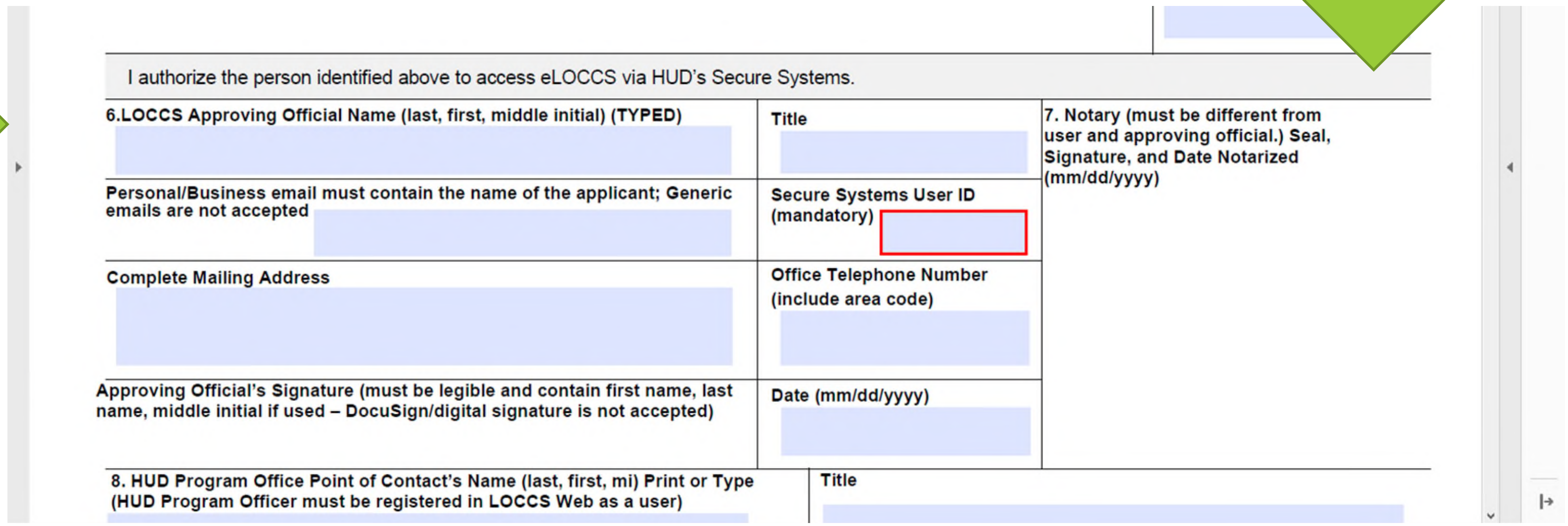
Title (mandatory)

Office Telephone Number (include area code and extension if

IMPORTANT NOTES ABOUT HUD FORM 27054E

Section 6 is completed by the Secure Systems Coordinator.

Section 7 must be notarized, and the seal must be visible.



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

6.LOCCS Approving Official Name (last, first, middle initial) (TYPED)

Title

7. Notary (must be different from user and approving official.) Seal, Signature, and Date Notarized (mm/dd/yyyy)

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

Secure Systems User ID (mandatory)

Complete Mailing Address

Office Telephone Number (include area code)

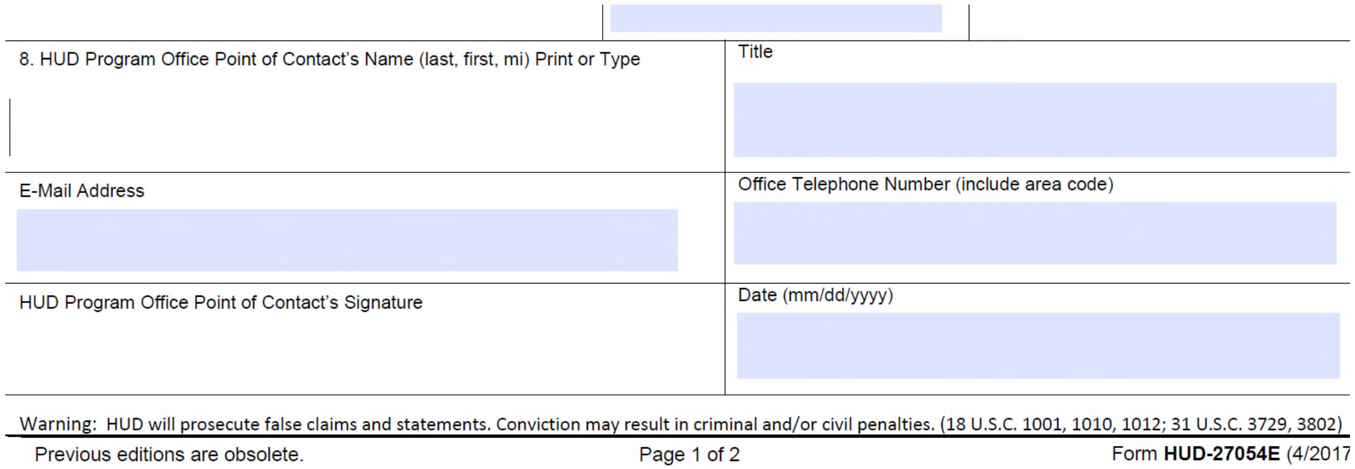
Approving Official's Signature (must be legible and contain first name, last name, middle initial if used – DocuSign/digital signature is not accepted)

Date (mm/dd/yyyy)

8. HUD Program Office Point of Contact's Name (last, first, mi) Print or Type (HUD Program Officer must be registered in LOCCS Web as a user)

Title

SECTION 8 – HUD PROGRAM OFFICE POC IS COMPLETED BY A HUD EMPLOYEE

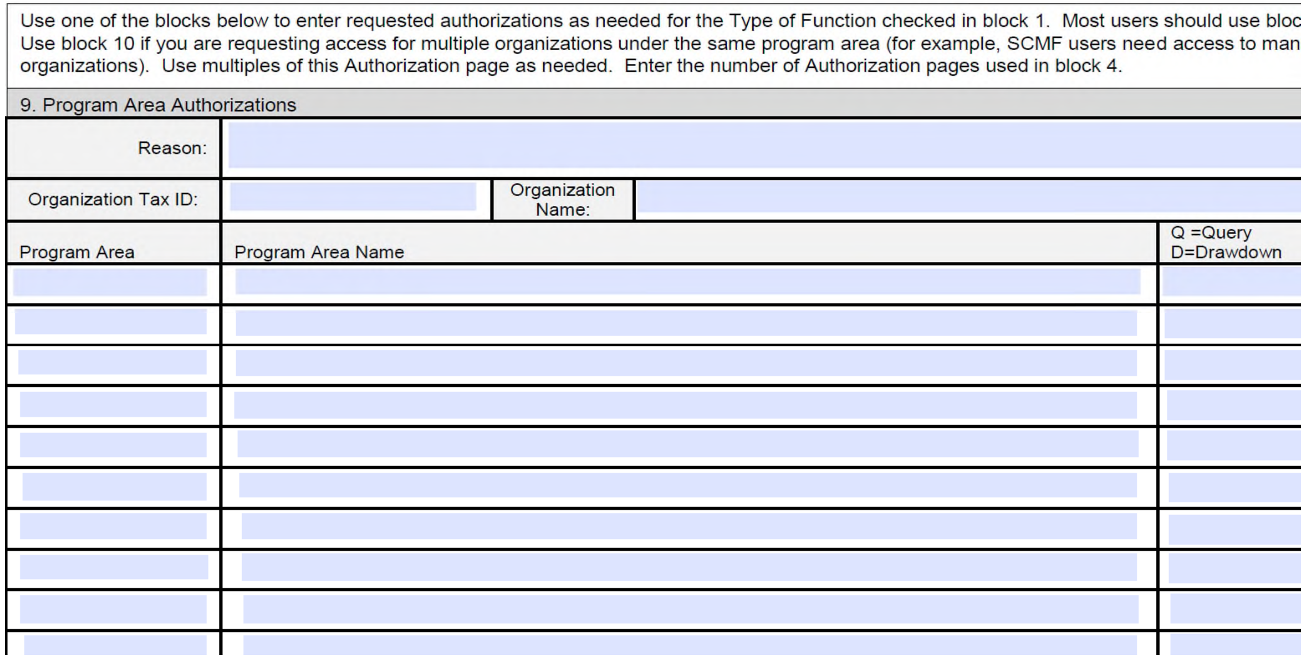


8. HUD Program Office Point of Contact's Name (last, first, mi) Print or Type	Title
E-Mail Address	Office Telephone Number (include area code)
HUD Program Office Point of Contact's Signature	Date (mm/dd/yyyy)

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)

Previous editions are obsolete. Page 1 of 2 Form **HUD-27054E** (4/2017

SECTION 9 – IMPORTANT!



Use one of the blocks below to enter requested authorizations as needed for the Type of Function checked in block 1. Most users should use bloc
Use block 10 if you are requesting access for multiple organizations under the same program area (for example, SCMF users need access to man
organizations). Use multiples of this Authorization page as needed. Enter the number of Authorization pages used in block 4.

9. Program Area Authorizations

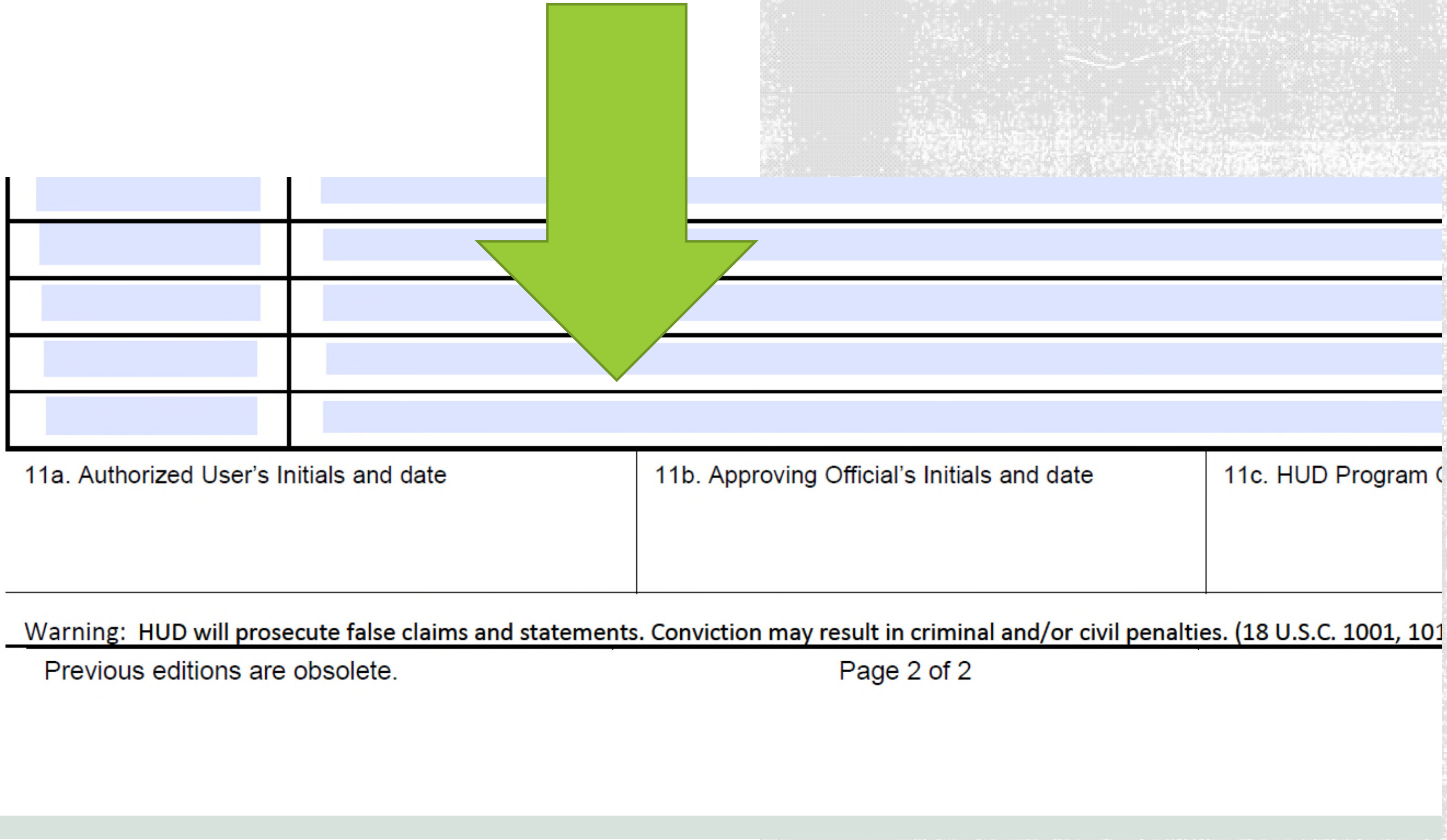
Reason:			
Organization Tax ID:		Organization Name:	

Program Area	Program Area Name	Q =Query D=Drawdown

- Must include a reason such as "New User."
- Must include organization TIN
- Program area = SNAP
- Program Area Name = Special Needs Assistance
- Select "Drawdown"

LAST STEP

- Must be initialed at the bottom of page two by the User, Approving Official, and HUD point of contact.



11a. Authorized User's Initials and date	11b. Approving Official's Initials and date	11c. HUD Program (

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 101

Previous editions are obsolete. Page 2 of 2

COMMON MISTAKES/NOTES IN COMPLETING HUD27054E

- The LOCCS User title can be any title.
- The Approving Official title MUST be a permanent title (no "Interim") and be an executive of the agency.
- All email addresses must have at least part of the person's name in the email. (i.e. J.Doe@agencyname.org)
- Section 8 is completed by HUD.
- Section 11 a & b must be initialed.

ONCE YOU COMPLETE YOUR HUD 27054E

- After completing the HUD 27054e, email the form to your DDO in an encrypted email.

YOU’RE NOW READY TO MAKE A DRAW!

WHAT GRANTEES SEE IN ELOCCS

REAC eLOCCS link (this is what they see on the Secure Systems Main Menu)

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

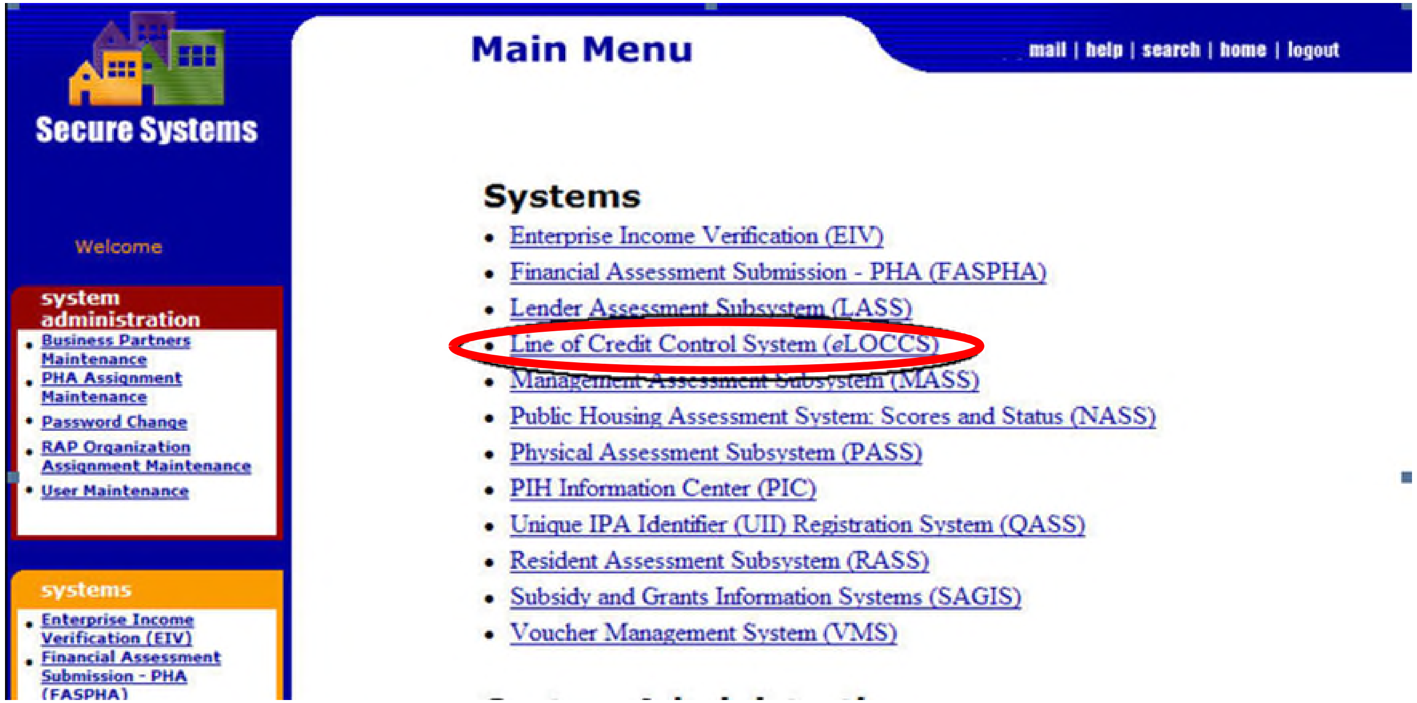
eLOCCS Core Screens

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

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



Main Menu

system administration

- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change
- RAP Organization Assignment Maintenance
- User Maintenance

systems

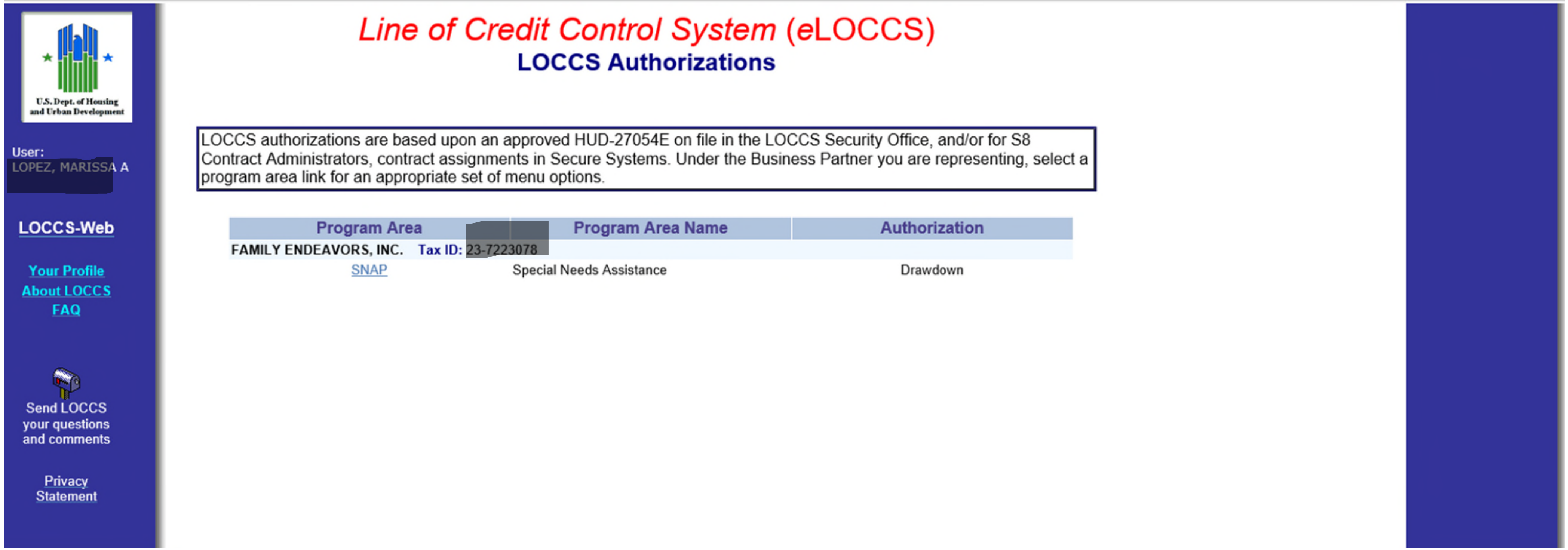
- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)

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
User:
[redacted]
LOCCS-Web
Your Profile
About LOCCS
FAQ
Send LOCCS your questions and comments
Privacy Statement

Line of Credit Control System (eLOCCS)

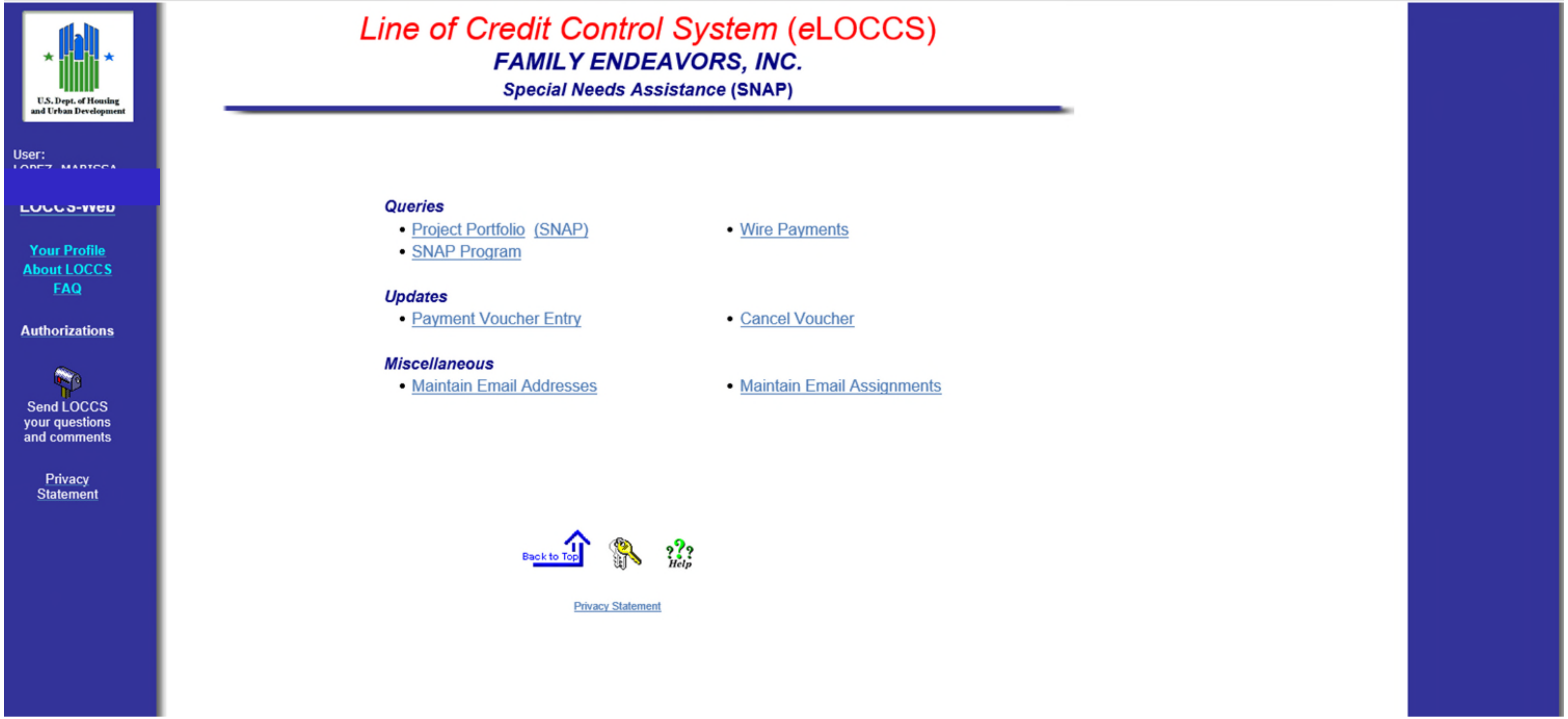
LOCCS Authorizations

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: [redacted]		
SNAP	Special Needs Assistance	Drawdown

ELOCCS – MAIN MENU

*e*LOCCS main menu page displays from the *e*LOCCS Authorization page. In this example the "Special Needs Assistance (SNAP)" was selected on the Authorizations page.



Line of Credit Control System (eLOCCS)

FAMILY ENDEAVORS, INC.

***Special Needs Assistance* (SNAP)**

Queries

- Project Portfolio (SNAP)
- SNAP Program
- Wire Payments

Updates

- Payment Voucher Entry
- Cancel Voucher

Miscellaneous

- Maintain Email Addresses
- Maintain Email Assignments

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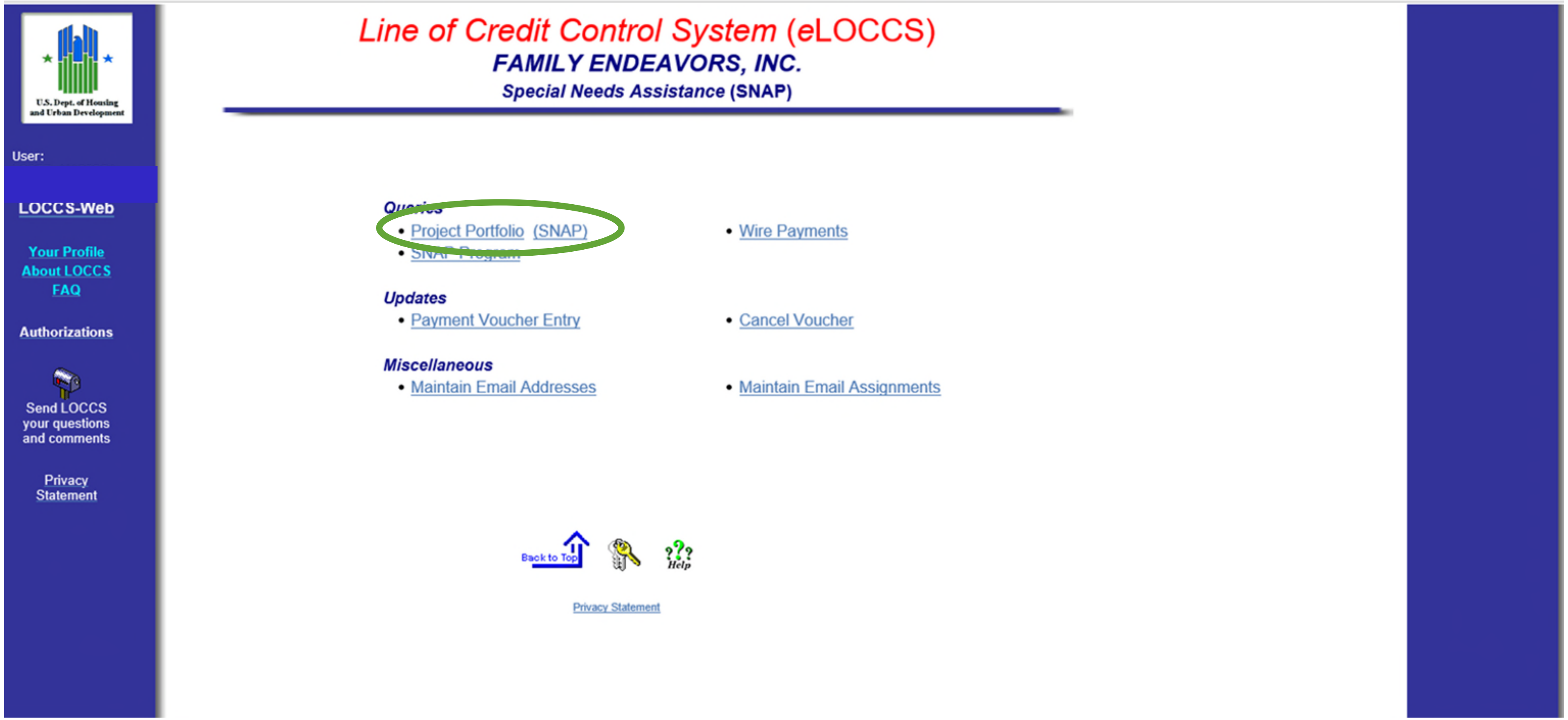
ELOCCS - PORTFOLIO



U.S. Dept. of Housing and Urban Development

User:

LOCCS-Web

Your Profile
About LOCCS
FAQ

Authorizations

Send LOCCS your questions and comments

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Line of Credit Control System (eLOCCS)

FAMILY ENDEAVORS, INC.

***Special Needs Assistance* (SNAP)**

Queries

- Project Portfolio (SNAP)
- SNAP Program
- Wire Payments

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- Payment Voucher Entry
- Cancel Voucher

Miscellaneous

- Maintain Email Addresses
- Maintain Email Assignments

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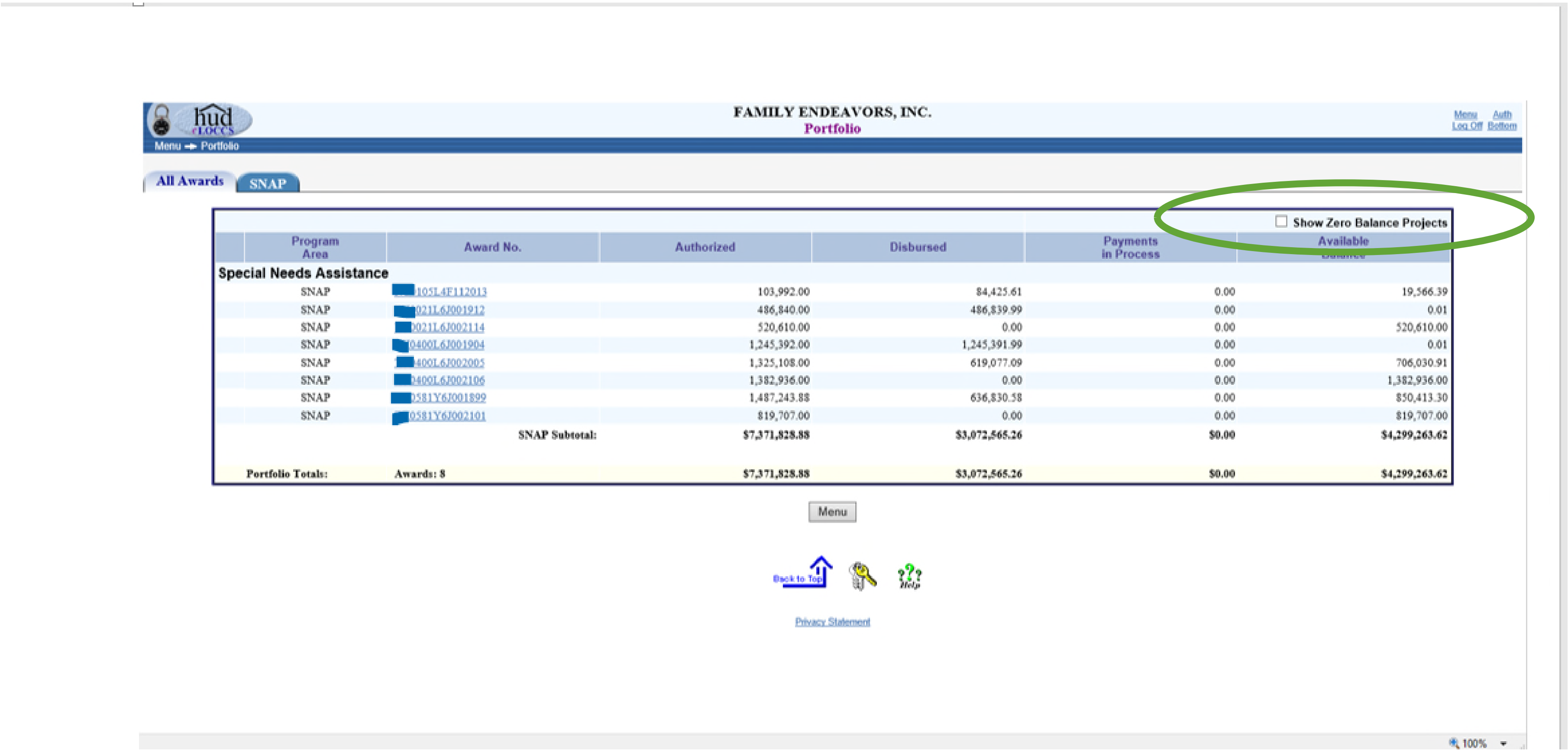
ELOCCS – PORTFOLIO

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


hud eLOCCS
Menu
Auth
Log Off
Bottom
Menu → Portfolio
All Awards
SNAP
Menu
Back to Top
Help
Privacy Statement
100%

FAMILY ENDEAVORS, INC.

Portfolio

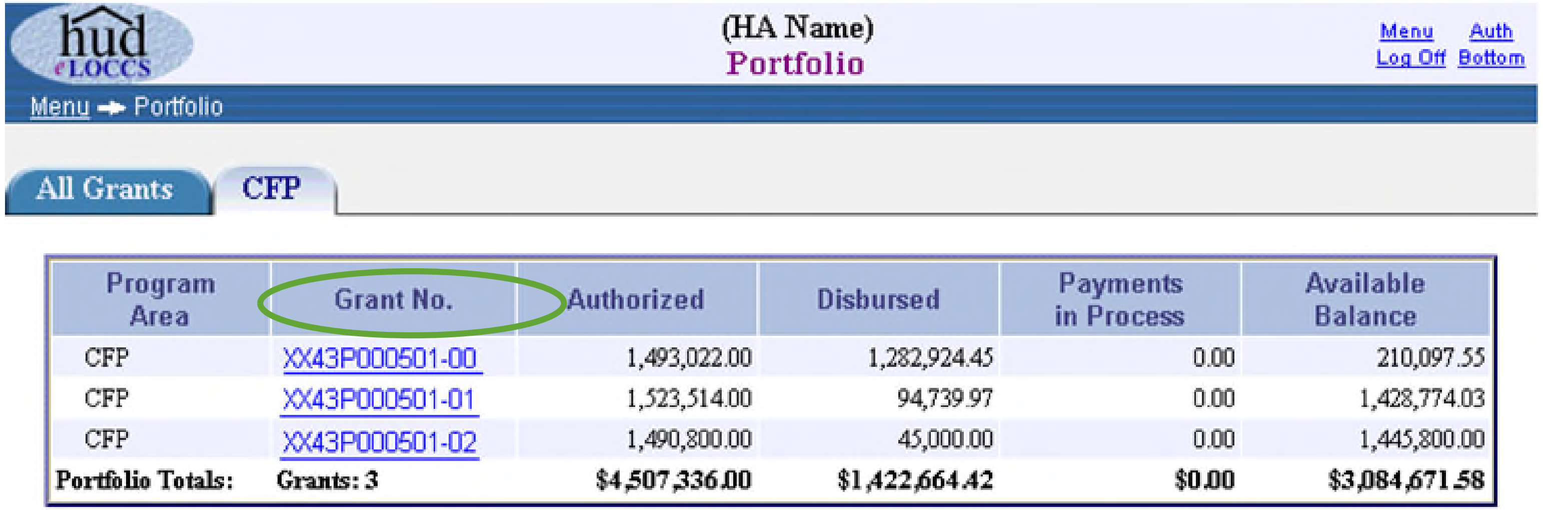
☐ Show Zero Balance Projects

Program Area	Award No.	Authorized	Disbursed	Payments in Process	Available Balance
Special Needs Assistance					
SNAP	[redacted]105L4F112013	103,992.00	84,425.61	0.00	19,566.39
SNAP	[redacted]021L6J001912	486,840.00	486,839.99	0.00	0.01
SNAP	[redacted]021L6J002114	520,610.00	0.00	0.00	520,610.00
SNAP	[redacted]0400L6J001904	1,245,392.00	1,245,391.99	0.00	0.01
SNAP	[redacted]400L6J002005	1,325,108.00	619,077.09	0.00	706,030.91
SNAP	[redacted]400L6J002106	1,382,936.00	0.00	0.00	1,382,936.00
SNAP	[redacted]581Y6J001899	1,487,243.88	636,830.58	0.00	850,413.30
SNAP	[redacted]0581Y6J002101	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**

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:

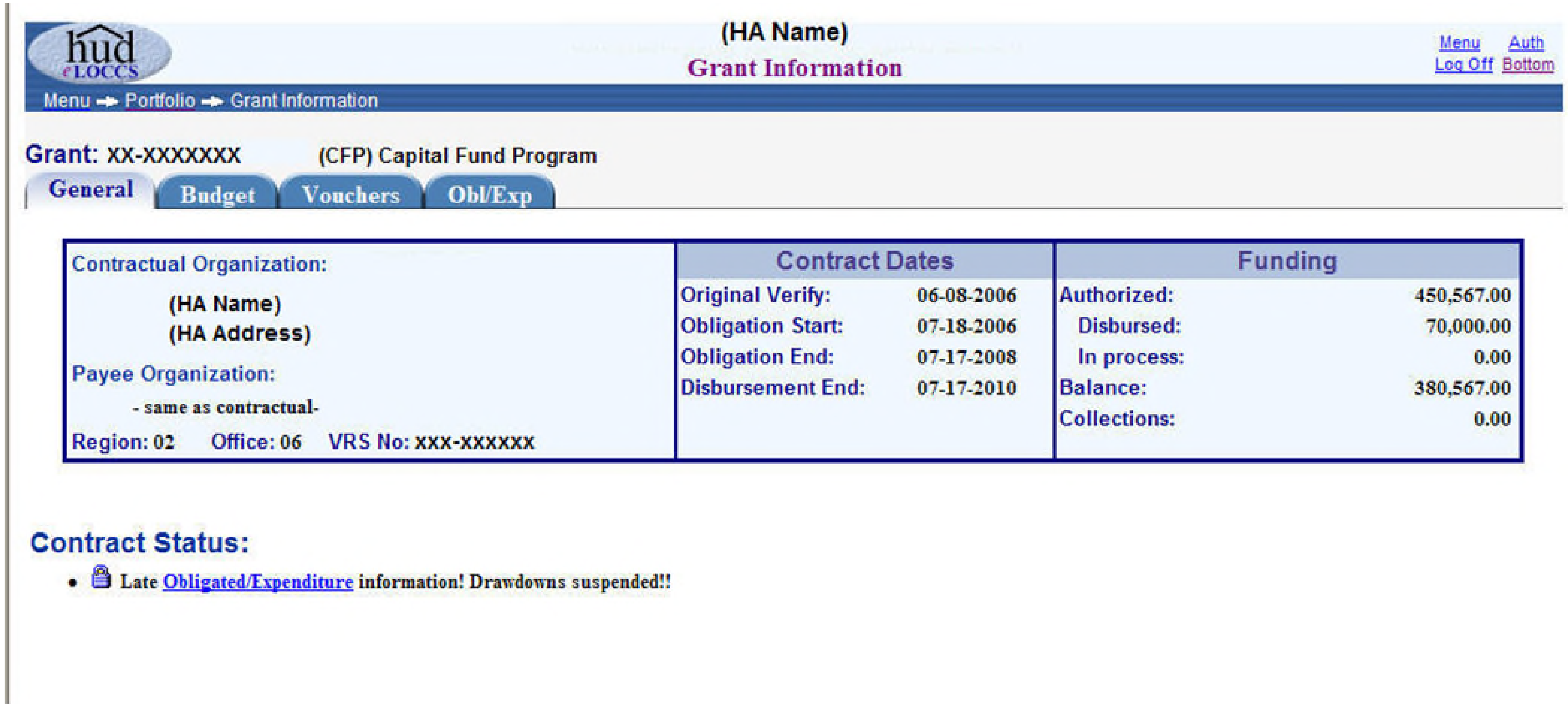
- General (Default Standard for All Grants)
- Budget (Optional Depends on Program Area)
- Voucher (Standard for All Grants)


hud eLOCCS
(HA Name)
Portfolio
Menu
Auth
Log Off
Bottom
Menu → Portfolio
All Grants
CFP

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.


hud
eLOCCS
Menu
Auth
Log Off
Bottom
Menu → Portfolio → Grant Information
General
Budget
Vouchers
Obl/Exp

(HA Name)

Grant Information

Grant: XX-XXXXXXX (CFP) Capital Fund Program

Contractual Organization:

(HA Name)
(HA Address)

Payee Organization:

- same as contractual-

Region: 02 Office: 06 VRS 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

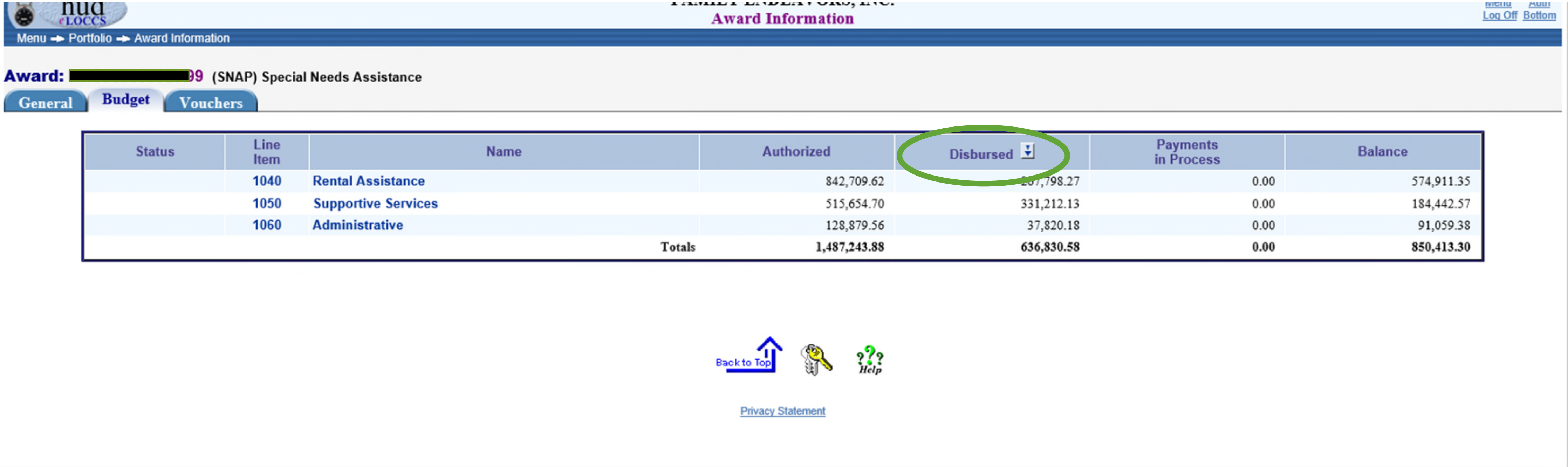
Funding	
Authorized:	450,567.00
Disbursed:	70,000.00
In process:	0.00
Balance:	380,567.00
Collections:	0.00

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.



hud
eLOCCS
Log Off
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Menu → Portfolio → Award Information
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Budget
Vouchers
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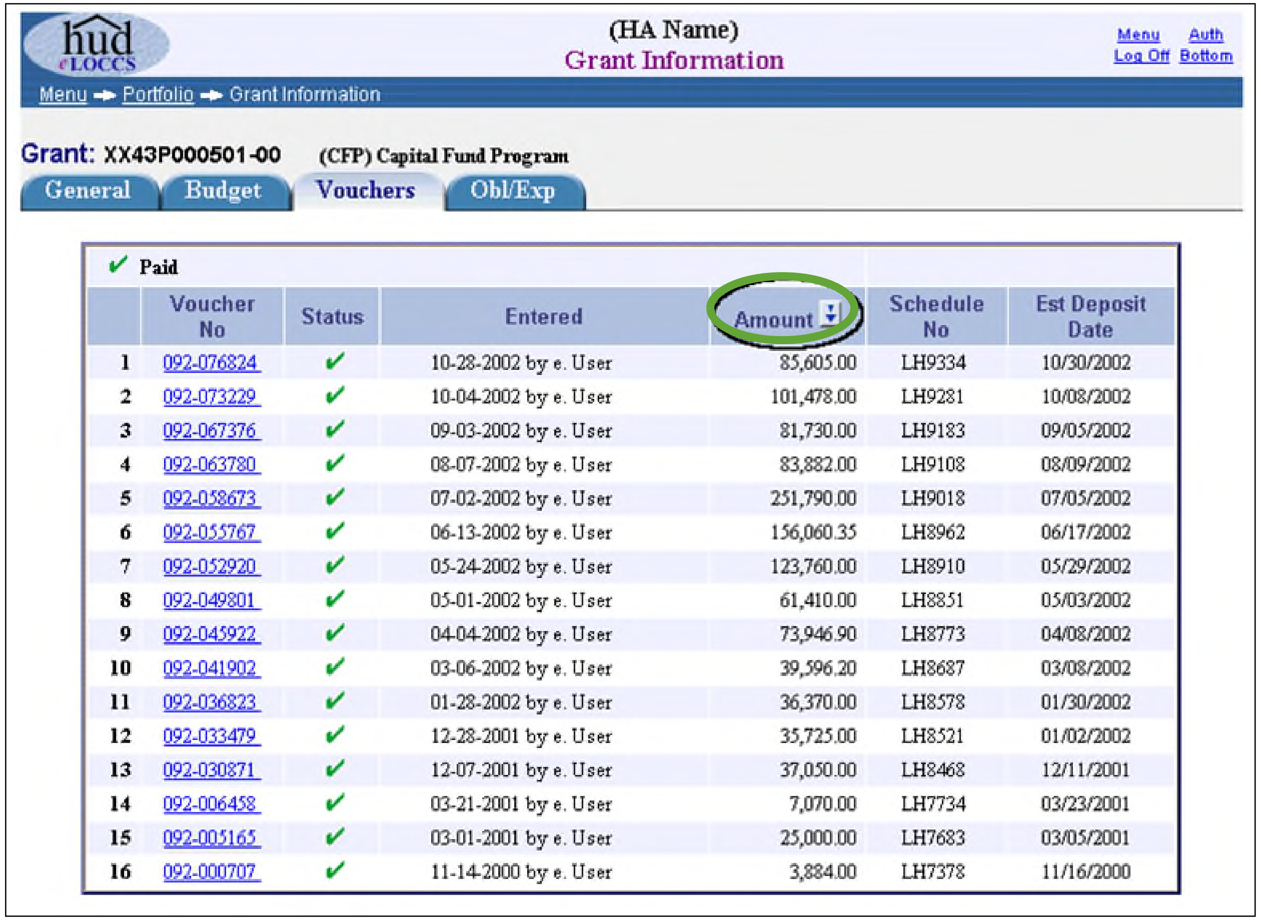
Award Information

Award: [redacted]9 (SNAP) Special Needs Assistance

Status	Line Item	Name	Authorized	Disbursed	Payments in Process	Balance
	1040	Rental Assistance	842,709.62	267,798.27	0.00	574,911.35
	1050	Supportive Services	515,654.70	331,212.13	0.00	184,442.57
	1060	Administrative	128,879.56	37,820.18	0.00	91,059.38
		Totals	**1,487,243.88**	**636,830.58**	**0.00**	**850,413.30**

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.



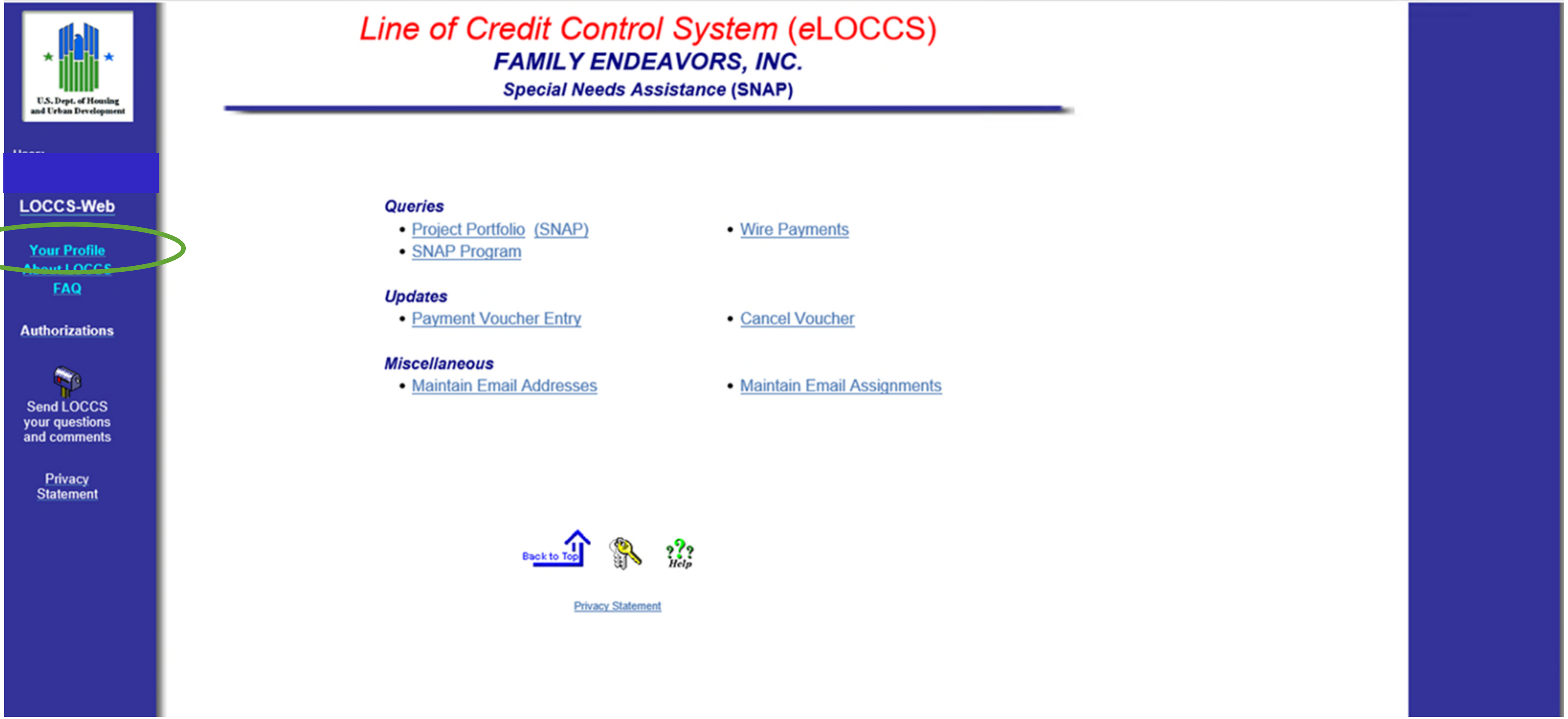
(HA Name)
Grant Information

Grant: XX43P000501-00 (CFP) Capital Fund Program

✓ 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


U.S. Dept. of Housing and Urban Development
[redacted]
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Line of Credit Control System (eLOCCS)

FAMILY ENDEAVORS, INC.

Special Needs Assistance (SNAP)

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- Project Portfolio (SNAP)
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- Wire Payments

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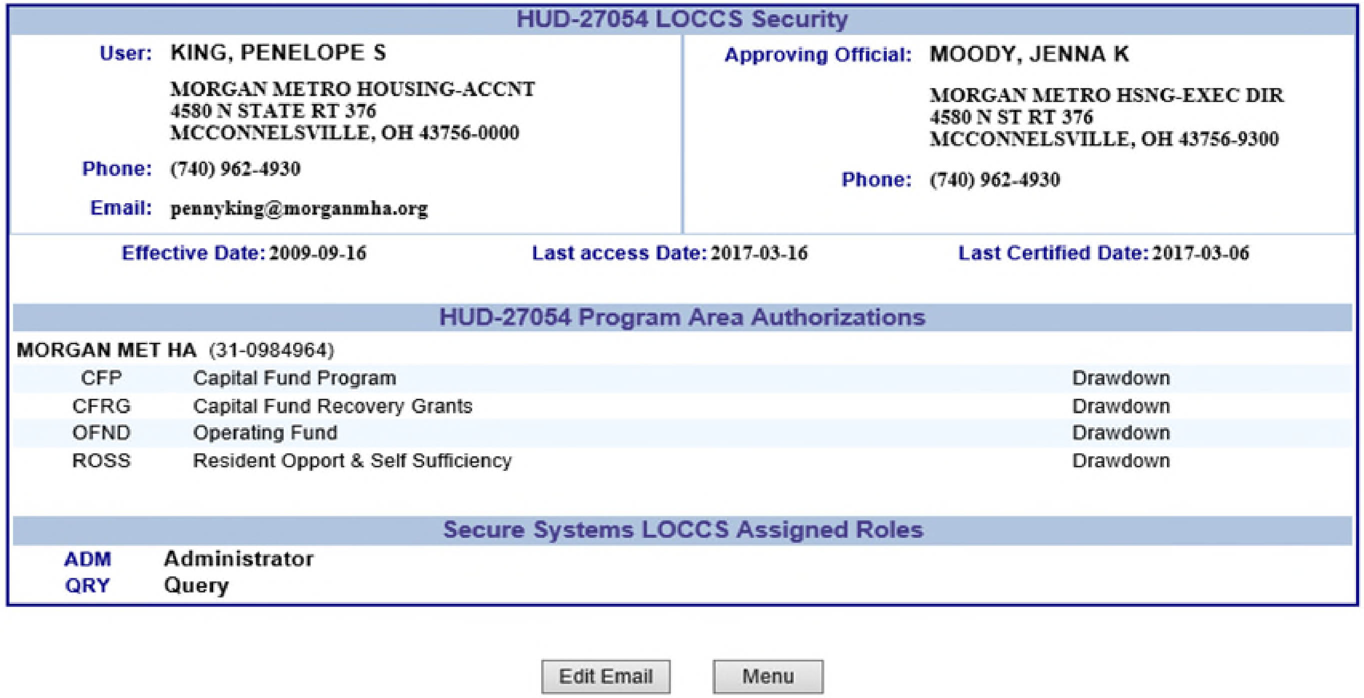
- Payment Voucher Entry
- Cancel Voucher

Miscellaneous

- Maintain Email Addresses
- Maintain Email Assignments

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: KING, PENELOPE S

MORGAN METRO HOUSING-ACCNT
4580 N STATE RT 376
MCCONNELSVILLE, OH 43756-0000

Phone: (740) 962-4930

Email: pennyking@morganmha.org

Approving Official: MOODY, JENNA K

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

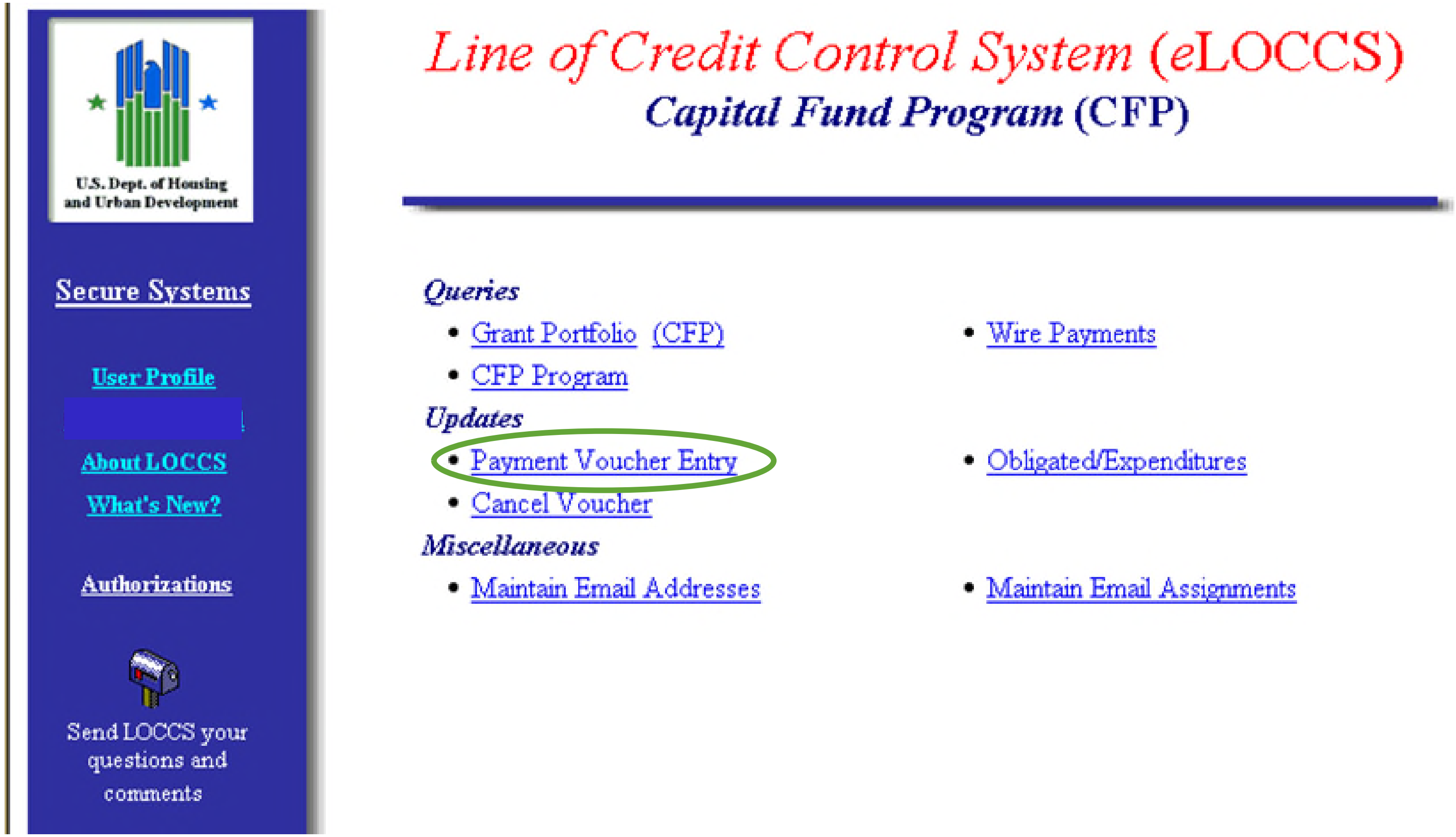
MORGAN MET HA (31-0984964)

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

ELOCCS – VOUCHER ENTRY


U.S. Dept. of Housing
and Urban Development
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[redacted]
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Line of Credit Control System (eLOCCS)

Capital Fund Program **(CFP)**

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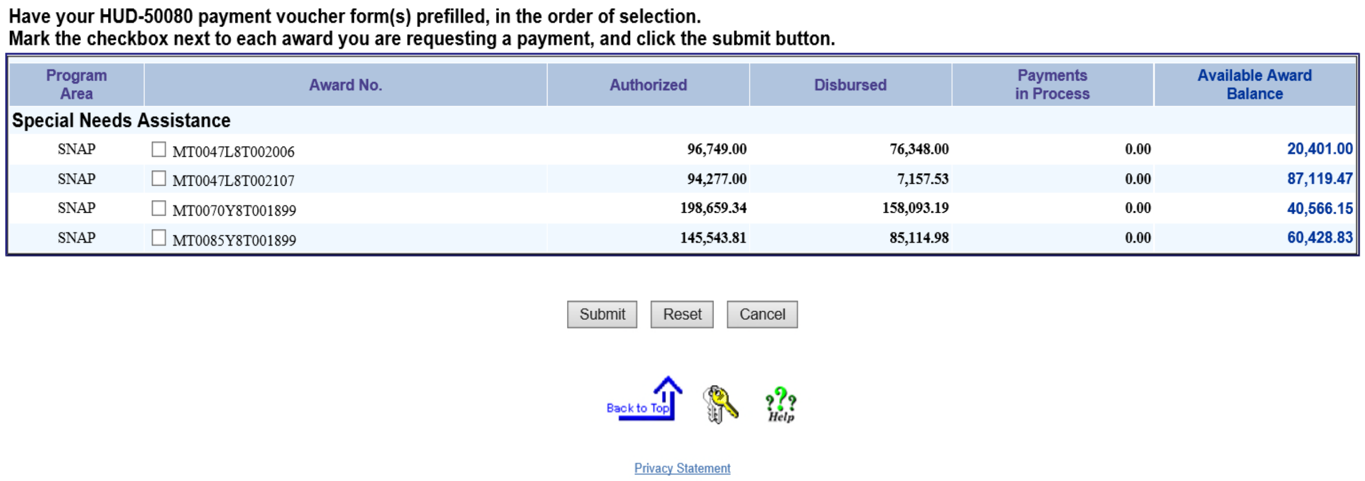
Miscellaneous

- Maintain Email Addresses
- Maintain Email Assignments

ELOCCS – VOUCHER ENTRY



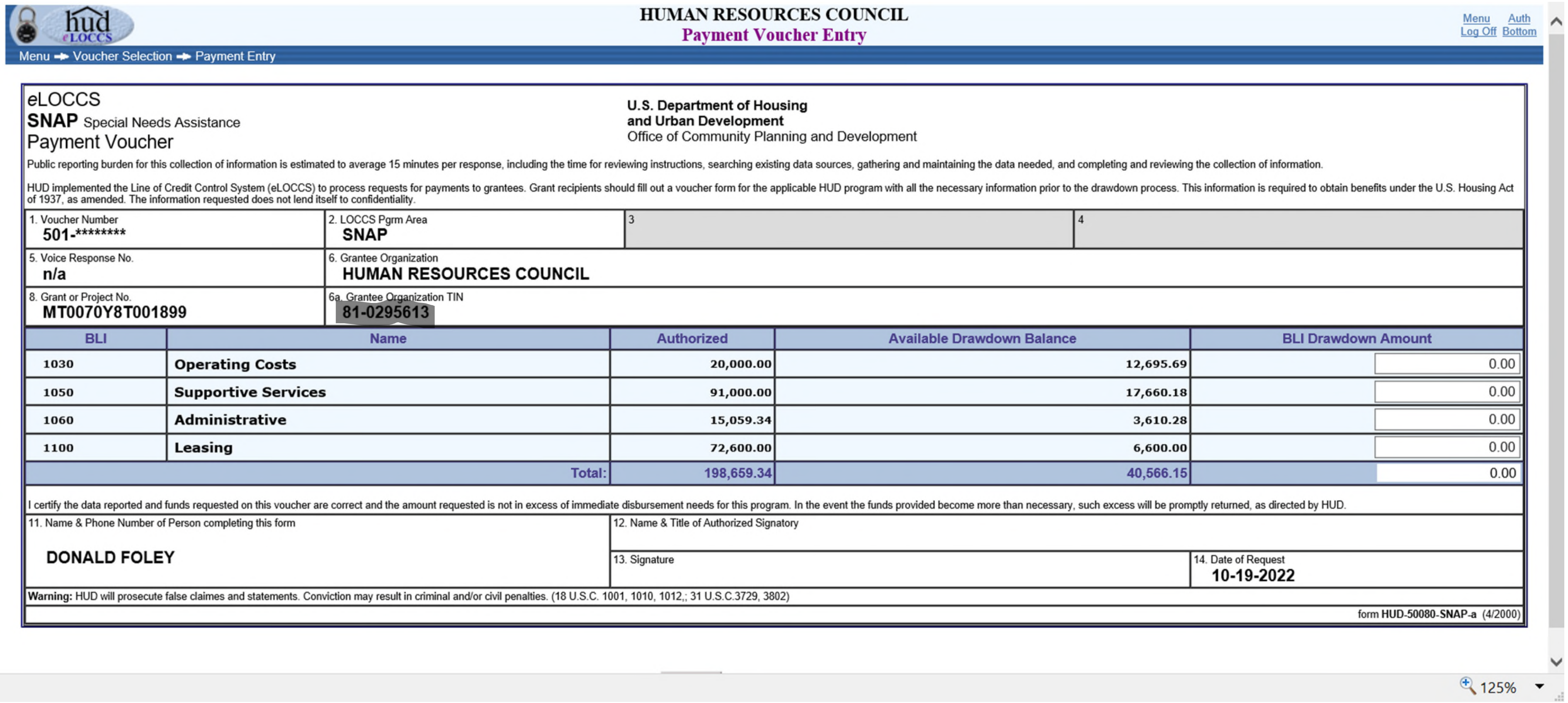
Have your HUD-50080 payment voucher form(s) prefilled, in the order of selection.
Mark the checkbox next to each award you are requesting a payment, and click the submit button.

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

The Payment Voucher Selection screen, which is accessed from the Main Menu, allows the grantee to draw down on a voucher by putting a check mark in the box next to the grant no. for selection.

ELOCCS – VOUCHER ENTRY

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



HUMAN RESOURCES COUNCIL
Payment Voucher Entry

eLOCCS
SNAP 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.

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 U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number **501-**********	2. LOCCS Pgrm Area **SNAP**	3	4
5. Voice Response No. **n/a**	6. Grantee Organization **HUMAN RESOURCES COUNCIL**		
8. Grant or Project No. **MT0070Y8T001899**	6a. Grantee Organization TIN **81-0295613**		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1030	**Operating Costs**	20,000.00	12,695.69	0.00
1050	**Supportive Services**	91,000.00	17,660.18	0.00
1060	**Administrative**	15,059.34	3,610.28	0.00
1100	**Leasing**	72,600.00	6,600.00	0.00
	Total:	198,659.34	40,566.15	0.00

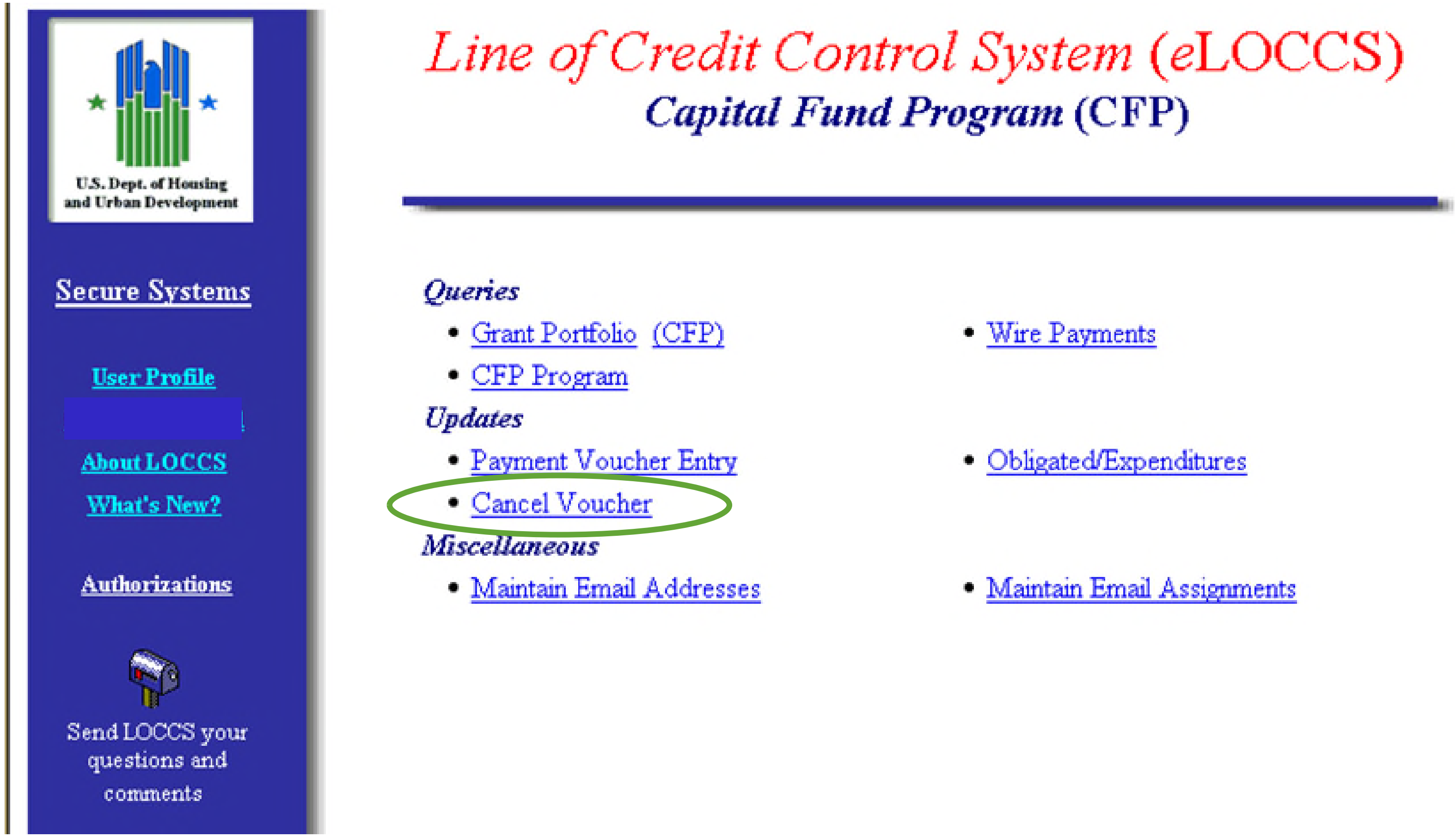
I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form **DONALD FOLEY**	12. Name & Title of Authorized Signatory	
	13. Signature	14. Date of Request **10-19-2022**

Warning: HUD will prosecute false claimes 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-50080-SNAP-a** (4/2000)

ELOCCS – CANCEL VOUCHER



U.S. Dept. of Housing and Urban Development

Secure Systems

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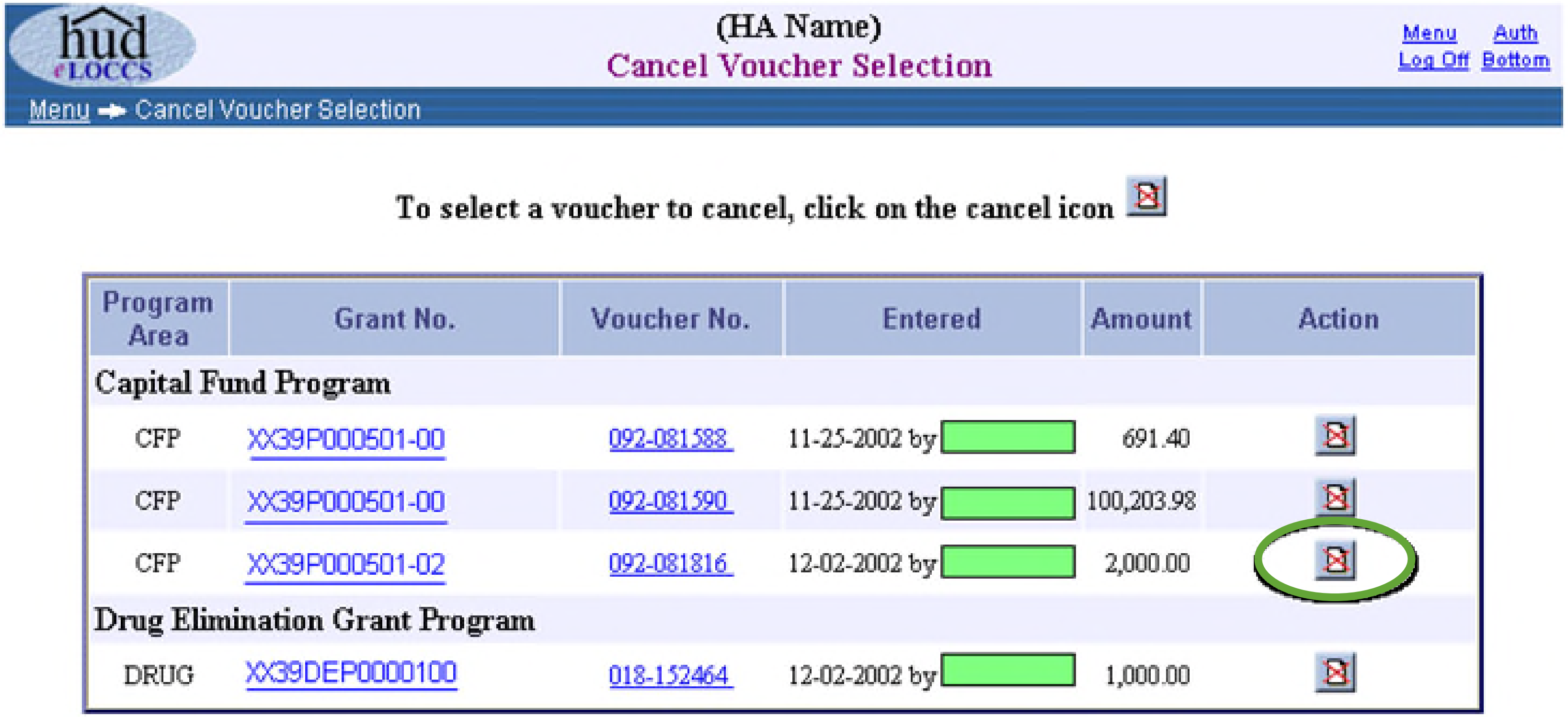
Miscellaneous

- Maintain Email Addresses
- 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

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

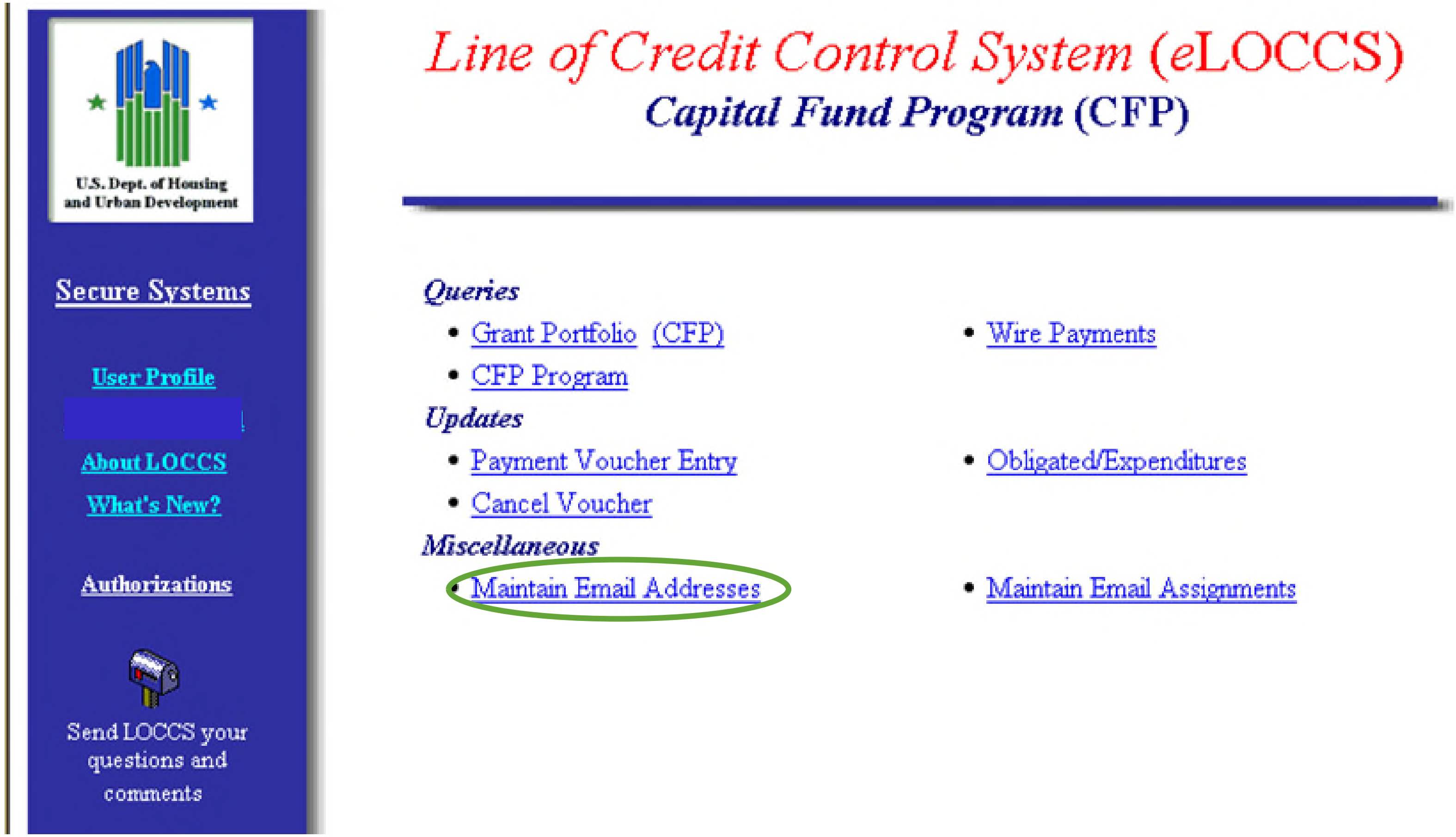
Program Area	Grant No.	Voucher No.	Entered	Amount	Action
Capital Fund Program					
CFP	XX39P000501-00	092-081588	11-25-2002 by [redacted]	691.40	☒
CFP	XX39P000501-00	092-081590	11-25-2002 by [redacted]	100,203.98	☒
CFP	XX39P000501-02	092-081816	12-02-2002 by [redacted]	2,000.00	☒
Drug Elimination Grant Program					
DRUG	XX39DEP0000100	018-152464	12-02-2002 by [redacted]	1,000.00	☒

ELOCCS – EMAIL MAINTENANCE

- Email Maintenance - *e*LOCCS can provide emails of LOCCS HUD changes that affect the funding of grants in a portfolio. The Business Partner maintains both the email distribution list and the LOCCS email that each user's address will receive.

- In order to update or maintain email addresses, users must be assigned the Secure Systems LOCCS role of 'ADM - Administration'. The 'ADM' role enables the *e*LOCCS Main Menu to display 'Maintain Email Addresses' and 'Maintain Email Assignment' hyperlinks.

ELOCCS – EMAIL ADDRESSES



U.S. Dept. of Housing and Urban Development

Secure Systems
User Profile
[redacted]
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Line of Credit Control System (eLOCCS)

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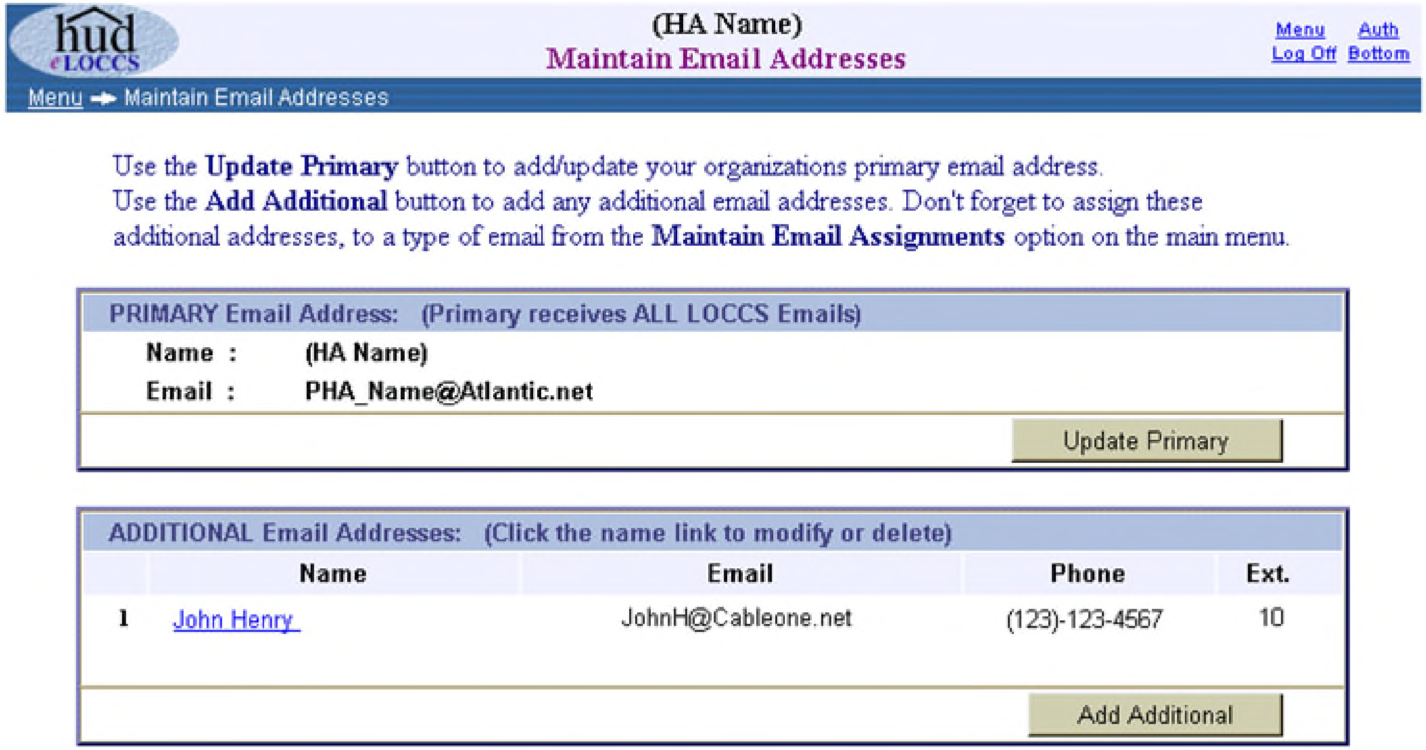
Updates

- Payment Voucher Entry
- Cancel Voucher
- Obligated/Expenditures

Miscellaneous

- Maintain Email Addresses
- Maintain Email Assignments


hud
eLOCCS
Menu
Auth
Log Off
Bottom
Menu → Maintain Email Addresses
Update Primary
Add Additional

(HA Name)

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 : PHA_Name@Atlantic.net

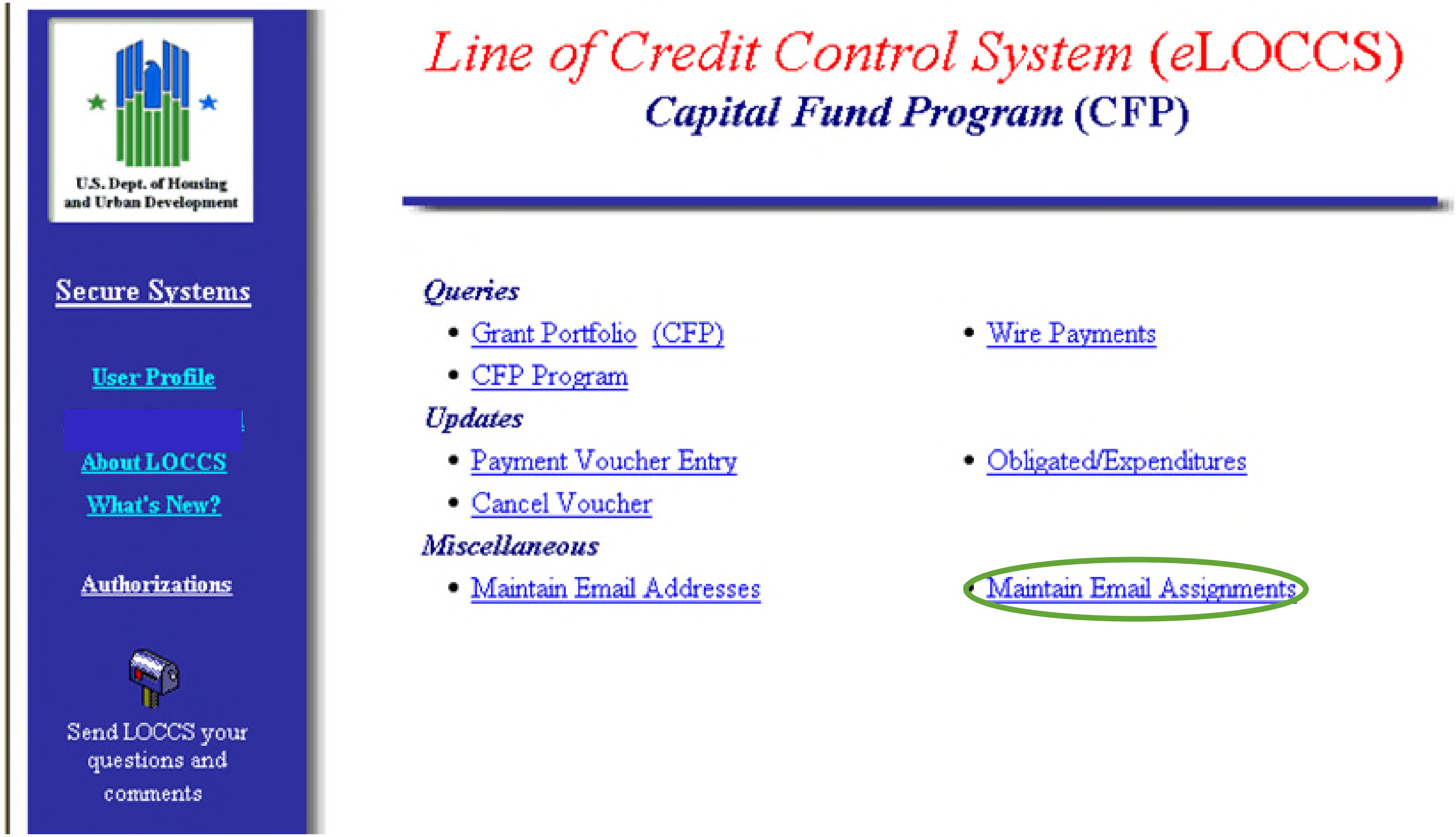
ADDITIONAL Email Addresses: (Click the name link to modify or delete)

	Name	Email	Phone	Ext.
1	John Henry	JohnH@Cableone.net	(123)-123-4567	10

ELOCCS – EMAIL MAINTENANCE

The Maintain Email Addresses screen provides an entry of the primary email address for the Business Partner. Additional email addresses can be added.

ELOCCS – EMAIL ASSIGNMENTS



U.S. Dept. of Housing and Urban Development

Secure Systems

User Profile

[redacted]

About LOCCS

What's New?

Authorizations

Send LOCCS your questions and comments

Line of Credit Control System (eLOCCS)

Capital Fund Program **(CFP)**

Queries

- Grant Portfolio (CFP)
- CFP Program
- Wire Payments

Updates

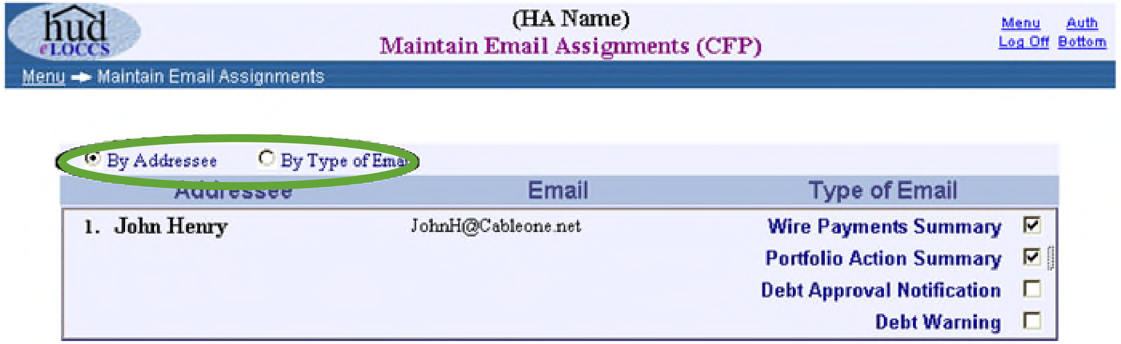
- Payment Voucher Entry
- Cancel Voucher
- Obligated/Expenditures

Miscellaneous

- Maintain Email Addresses
- 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


hud
eLOCCS
Menu
Auth
Log Off
Bottom
Menu ➔ Maintain Email Assignments

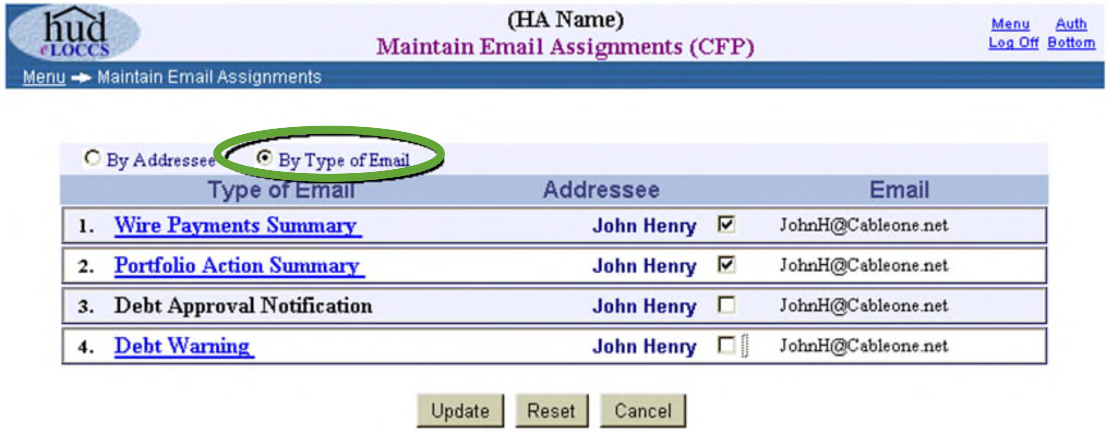
(HA Name)

Maintain Email Assignments (CFP)

● By Addressee ○ By Type of Ema

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

By Addressee


hud
eLOCCS
Menu
Auth
Log Off
Bottom
Menu ➔ Maintain Email Assignments
Update
Reset
Cancel

(HA Name)

Maintain Email Assignments (CFP)

○ By Addressee ● By Type of Email

Type of Email	Addressee		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 200.302}

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

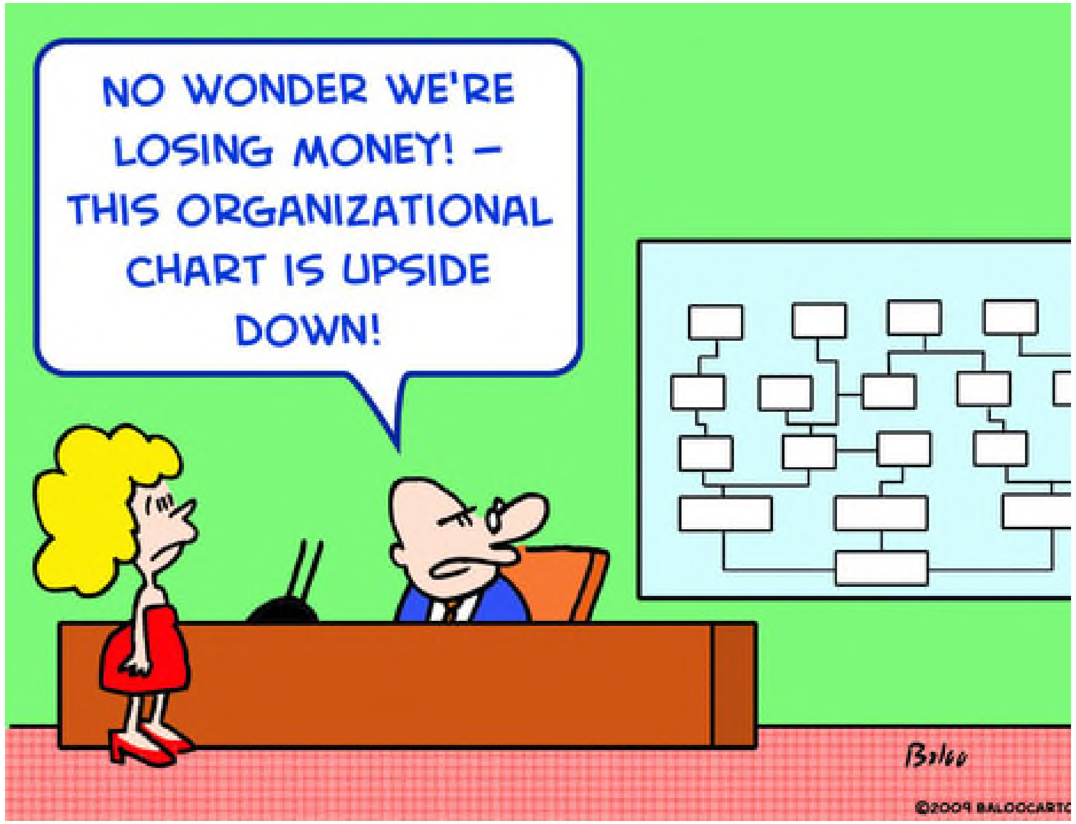
Other duties include:

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

Either way…

SEPARATION OF DUTIES!

ORGANIZATIONAL CHART


NO WONDER WE'RE LOSING MONEY! – THIS ORGANIZATIONAL CHART IS UPSIDE DOWN!
Baloo
©2009 BALOOCARTO

Should Include:

- Position Titles
- Employee Filling Position
- Organizational Structure

Also Incorporates:

- Position Description/Responsibilities

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 Codes

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

Final budgeted amounts

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

SHOW ME THE MONEY!

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
  - Recertification by AO every 6 months
  - Must draw quarterly to meet draw requirements!
  - NEVER share M-IDs and passwords!!! (your access will be terminated)

RECEIPTS/DOCUMENTATION

- Each voucher should contain all receipts/documents included in drawdown.
- Review date of request and date of draw.
  - No long wait times!
  - Should be AFTER agreements were 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 works on 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 by generating a spending report.
- DDOs will reach out to recipients 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, require a budget adjustment or a grant extension.

RESPONSIBILITY OF PASS-THROUGH AGENCIES

- Pass-through agencies must review and pay 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 review subrecipients' single audits and track compliance.

QUESTIONS?