eLOCCS & 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

- 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

- 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

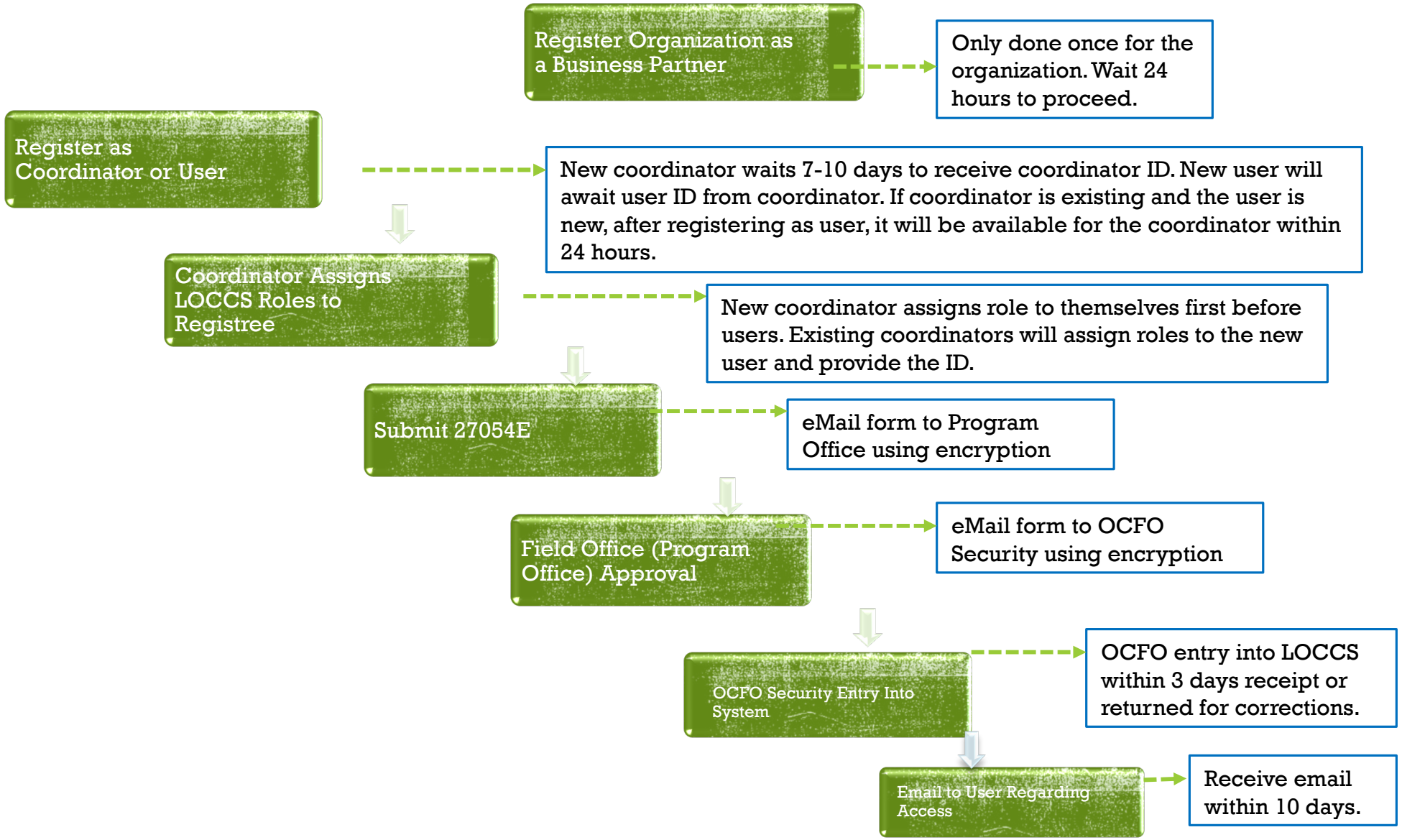
PROGRESSION OF STEPS FOR NEW LOCCS USERS

Register In **Secure Systems**

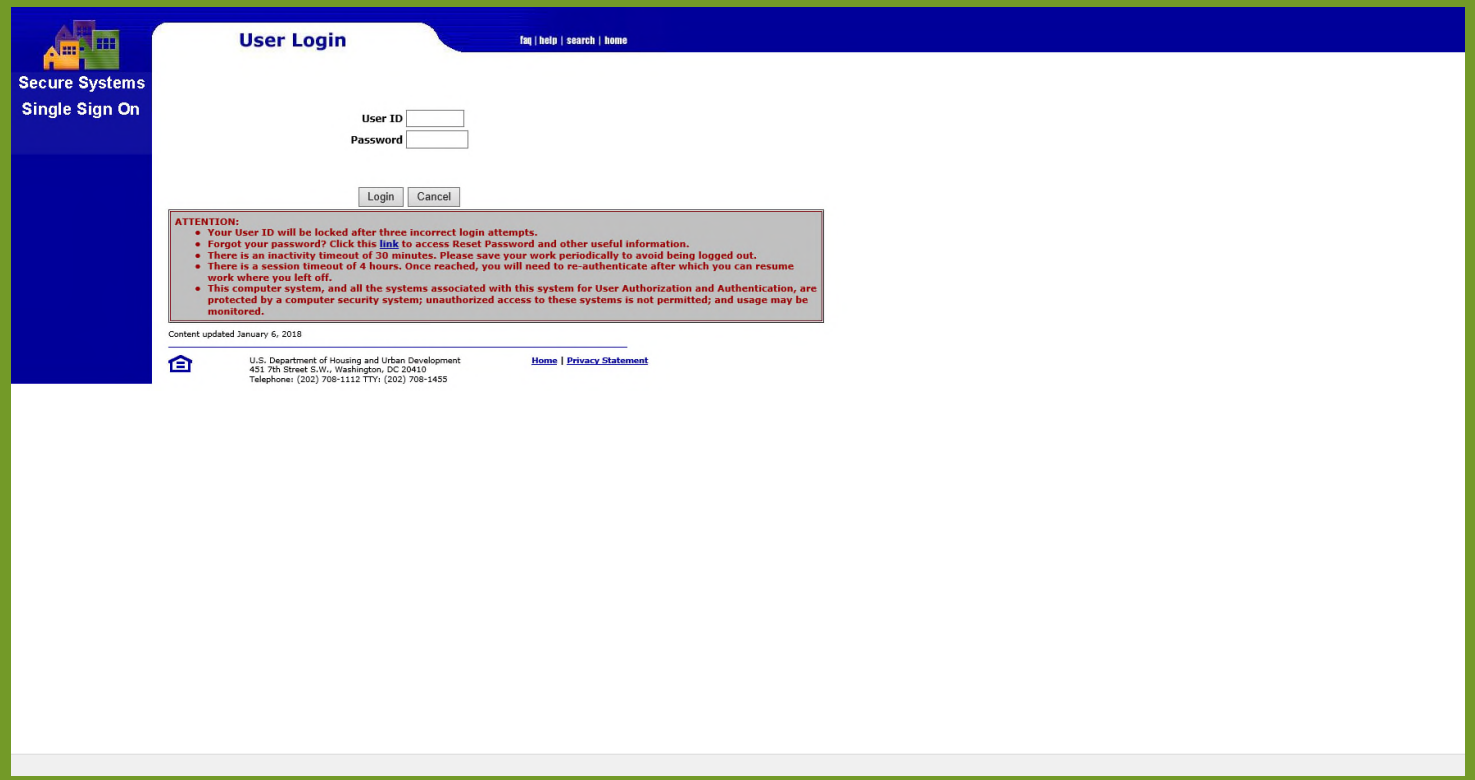
Get assigned the "LOCCS User" role in Secure Systems

Complete HUD Form 27054e

ELOCCS GRANTEE REGISTRATION



HOW GRANTEES ACCESS LOCCS



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.

REGISTER ORGANIZATION AS A BUSINESS PARTNER

"BUSINESS PARTNER REGISTRATION"

Help

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 CoC grants, our business partners are considered "Multifamily Entities."
- The recipient will enter its Tax Identification Number (TIN) and click "Submit"

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.
- Complete the form and click "**Save.**"
- **Wait until the next business day to take the next step.**

- 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

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:

- 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.

- 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

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

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

Figure 3. Maintain User Profile – Actions

ASSIGNING ROLES, CONT.

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

ASSIGNING ROLES, CONT.

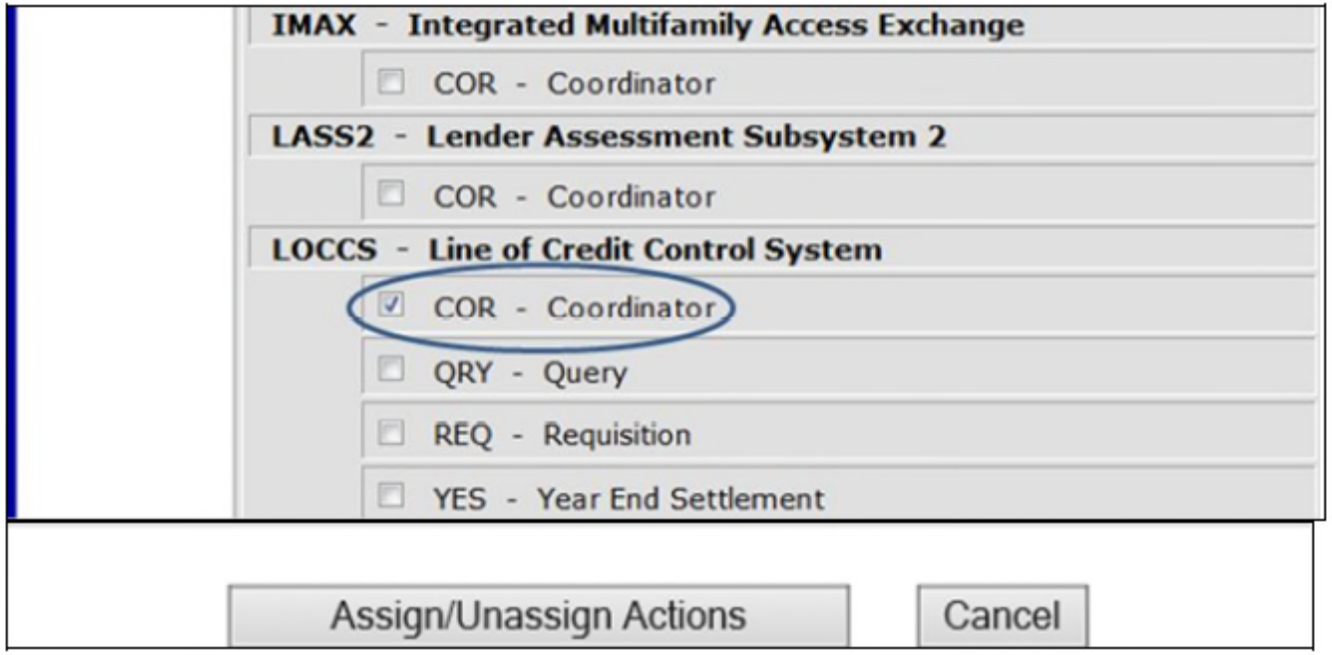


Figure 4. Mark the check box - LOCCS 'COR'

- 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.

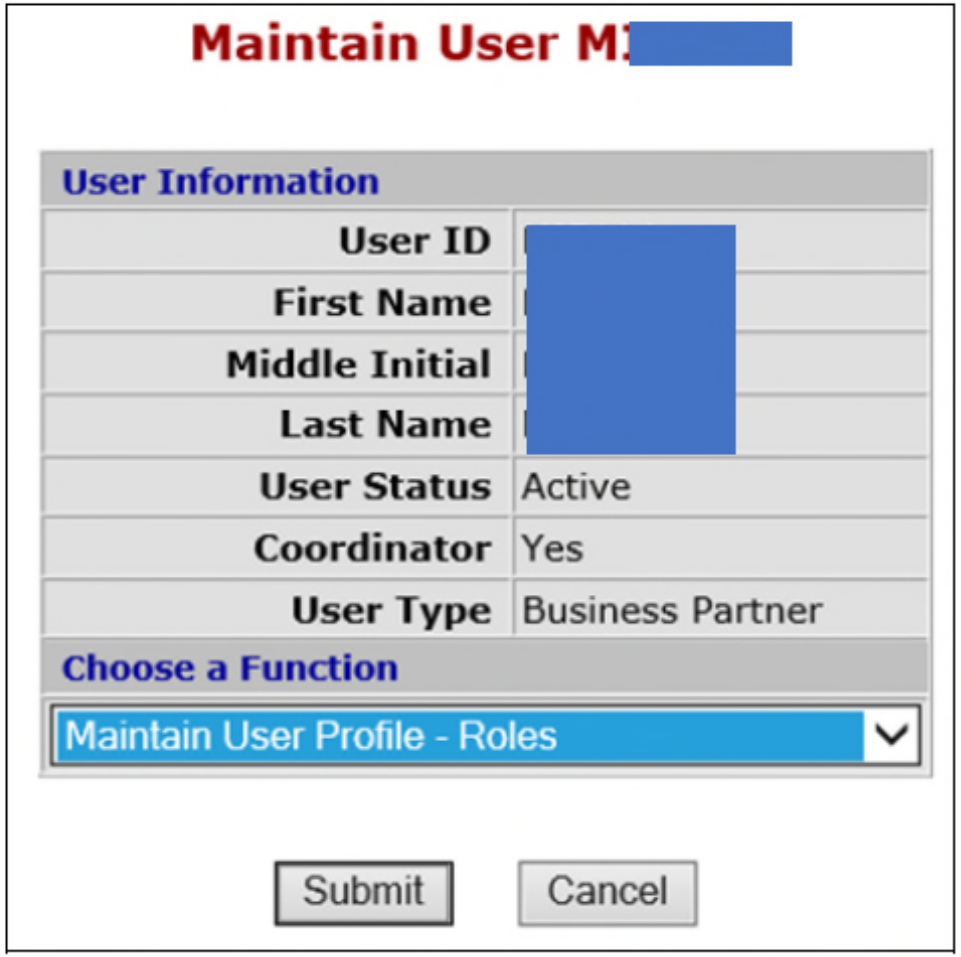


Figure 6. Maintain User Profile – Roles

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

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.

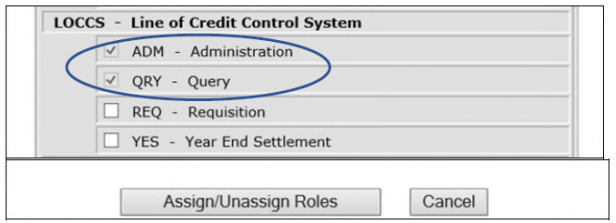


Figure 7. Mark the check box - LOCCS 'ADM' and 'QRY'

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"

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

ASSIGNMENT OF ROLES TO *e*LOCCS USER

The LOCCS Coordinator selects "User Maintenance" from the Main Menu screen

ASSIGNING THE LOCCS USER ROLE

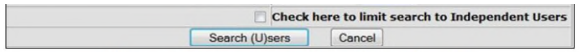


Figure 2. Search for User by ID

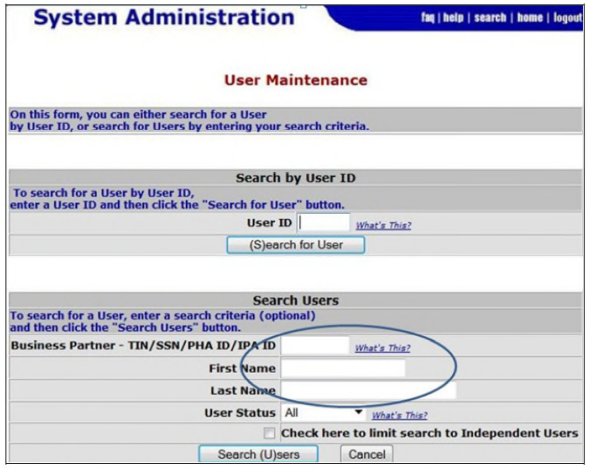


Figure 3 - Search for User by Name Information

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.

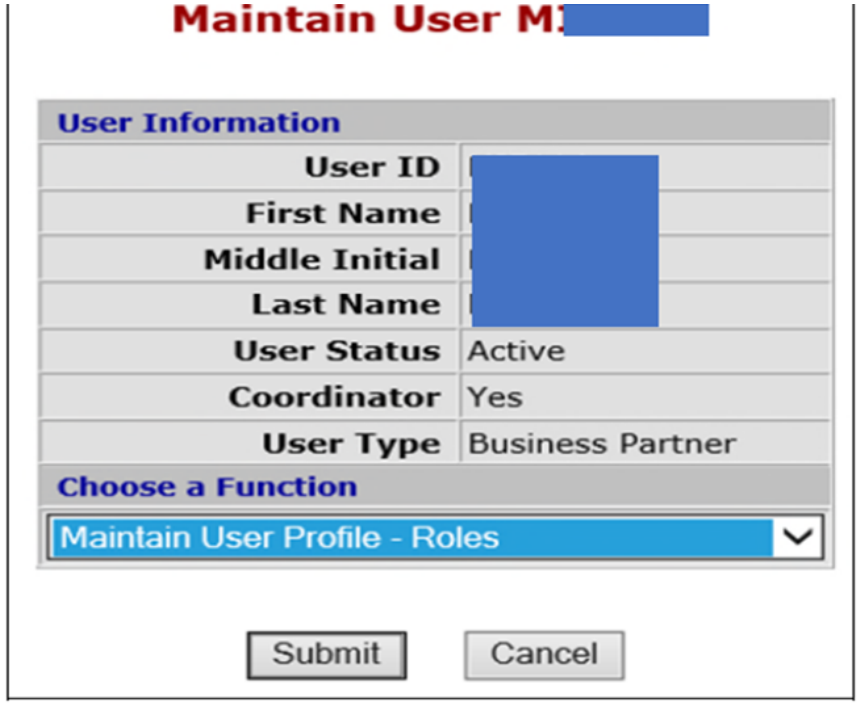
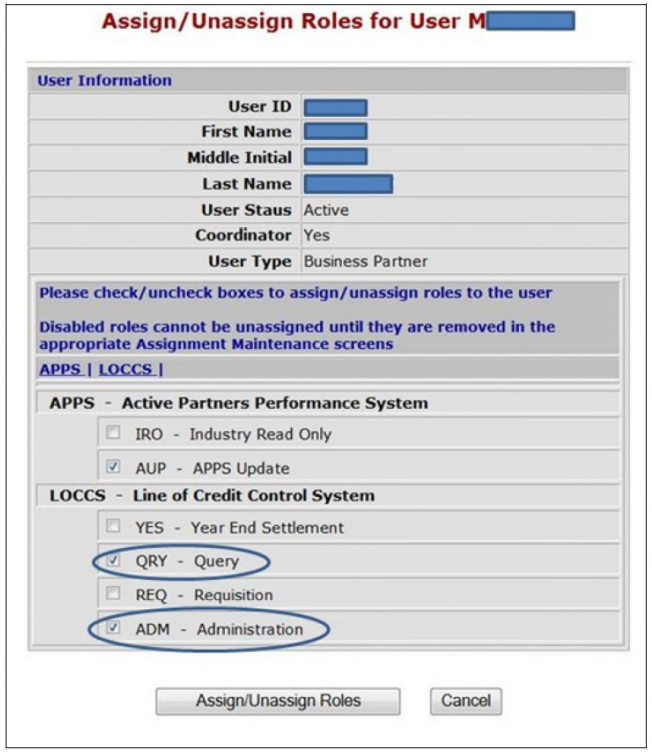


Figure 6. Maintain User Profile – Roles

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

ASSIGNING THE *e*LOCCS USER ROLE CONT.



- 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 *e*LOCCS.

HUD FORM 27054E

- Once an employee gets a Secure Systems "M" ID, they can apply for LOCCS Access

eLOCCS
Access Authorization Form

U.S. Department of Housing and Urban Development

OMB Approval No. 2535-0102
(exp. 08/31/2026)

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)

- [x] 1. New User
- [ ] 2. Reinstate User
- [ ] 3. Terminate User
- [ ] 4. Change Secure Systems ID
- [ ] 5. Add or Remove Program Area(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 Name | First Name | MI

Title (mandatory)

Office Telephone Number (include area code and extension if applicable)

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 Name / First Name / MI	Title	7. Notary (must be different from the 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)	Date (mm/dd/yyyy)	

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	Title
H-ID	Office Telephone Number (include area code)
HUD Program Office Point of Contact's Signature (must be legible)	Date (mm/dd/yyyy)

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **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).

Previous editions are obsolete. Form HUD-27054E (12/2023)

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

SECTION 9 – IMPORTANT!

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

9. Program Area Authorizations	*Click here to access the latest list of LOCCS Program Area		
Reason as checked in Block 1:			
Organization Tax-ID:		Organization Name:	
Program Area ID	Program Area Name	Add or Remove (only for active eLOCCS users)	Q = Query D = Drawdown
SNAP			Drawdown

- Must include a reason from Page 1, such as "**New User.**"
- Must include organization **TIN**
- Program area = **SNAP**
- Program Area Name = **Special Needs Assistance**
- Select "**Drawdown**"

LAST STEP

- 11a and 11b must be initialed at the bottom of page 2 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 Office Initials and Date

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **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).

Previous editions are obsolete. Form HUD-27054E (12/2023)

Page **2** of **4**

- 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.
- Wet signatures are required.

ONCE YOU COMPLETE YOUR HUD 27054E

- After completing the HUD 27054e, email the form in an encrypted email.
- This is important! Do not email this form without encryption or password protection.

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

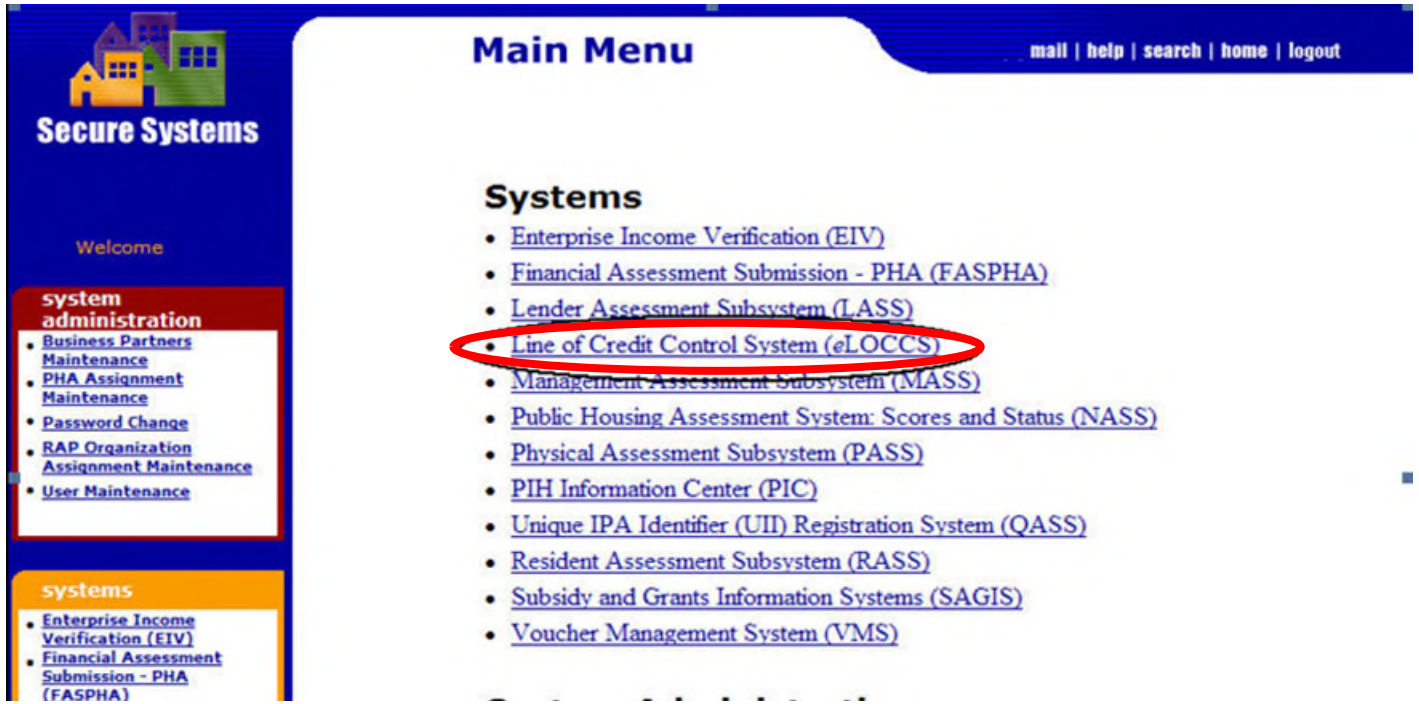
- Main Menu
- Portfolio
- Grant Queries
- User Profile
- Voucher Drawdown
- Email Maintenance
- eLOCCS getting started Guide has complete list

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.

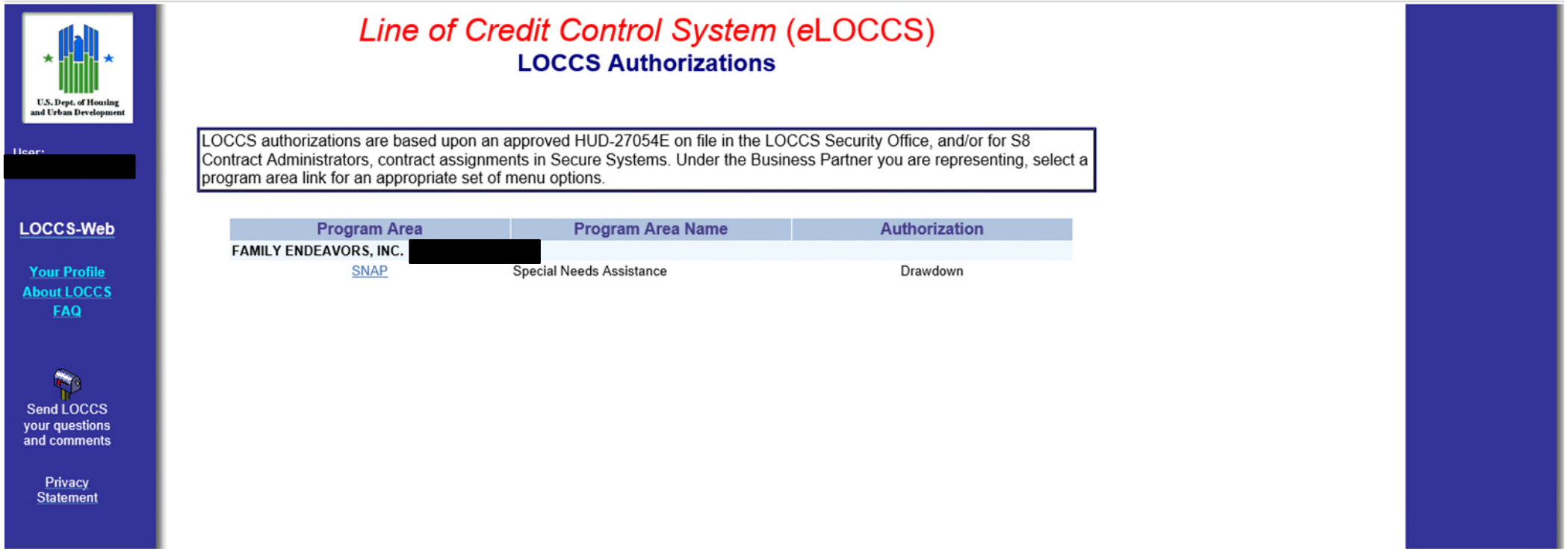
REAC Systems Link:

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



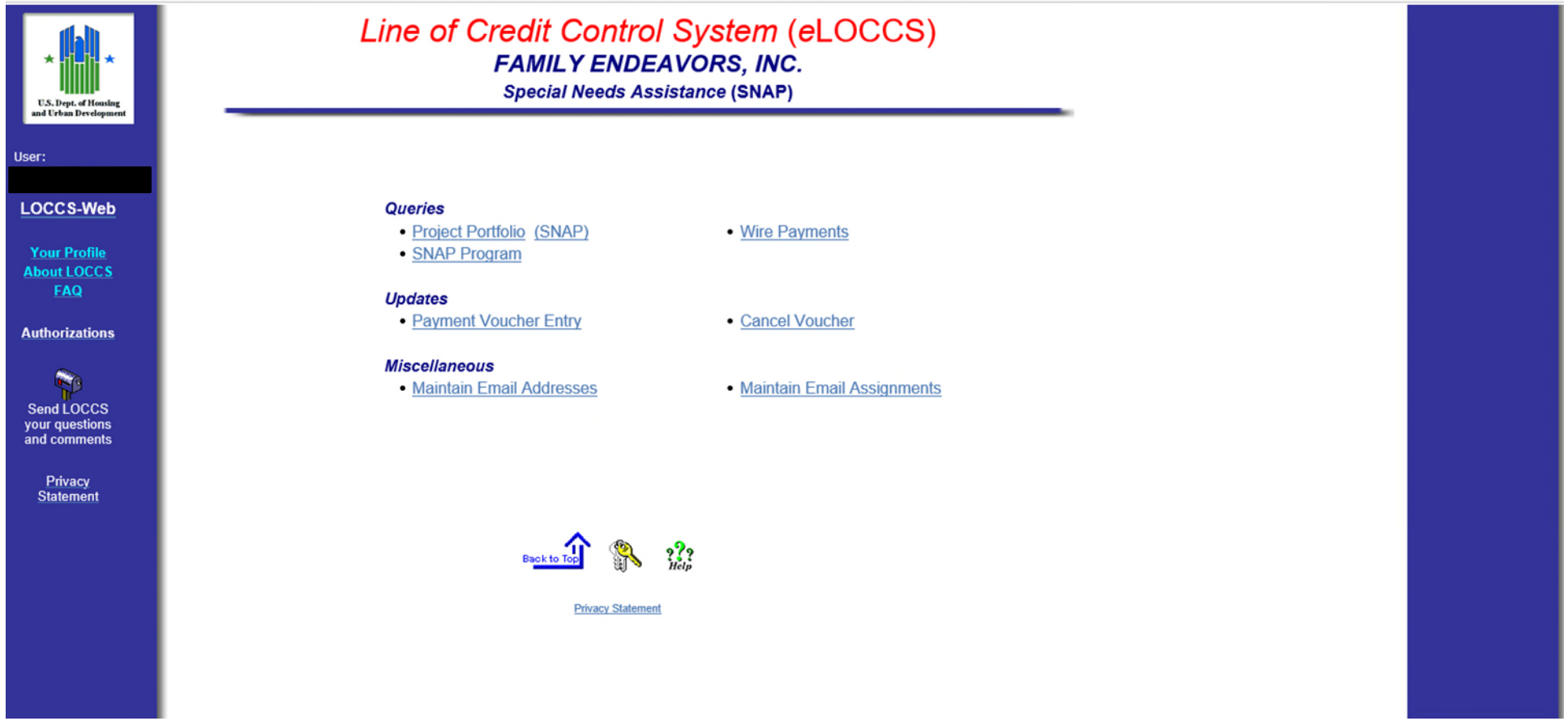
LOCCS AUTHORIZATION PAGE

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.

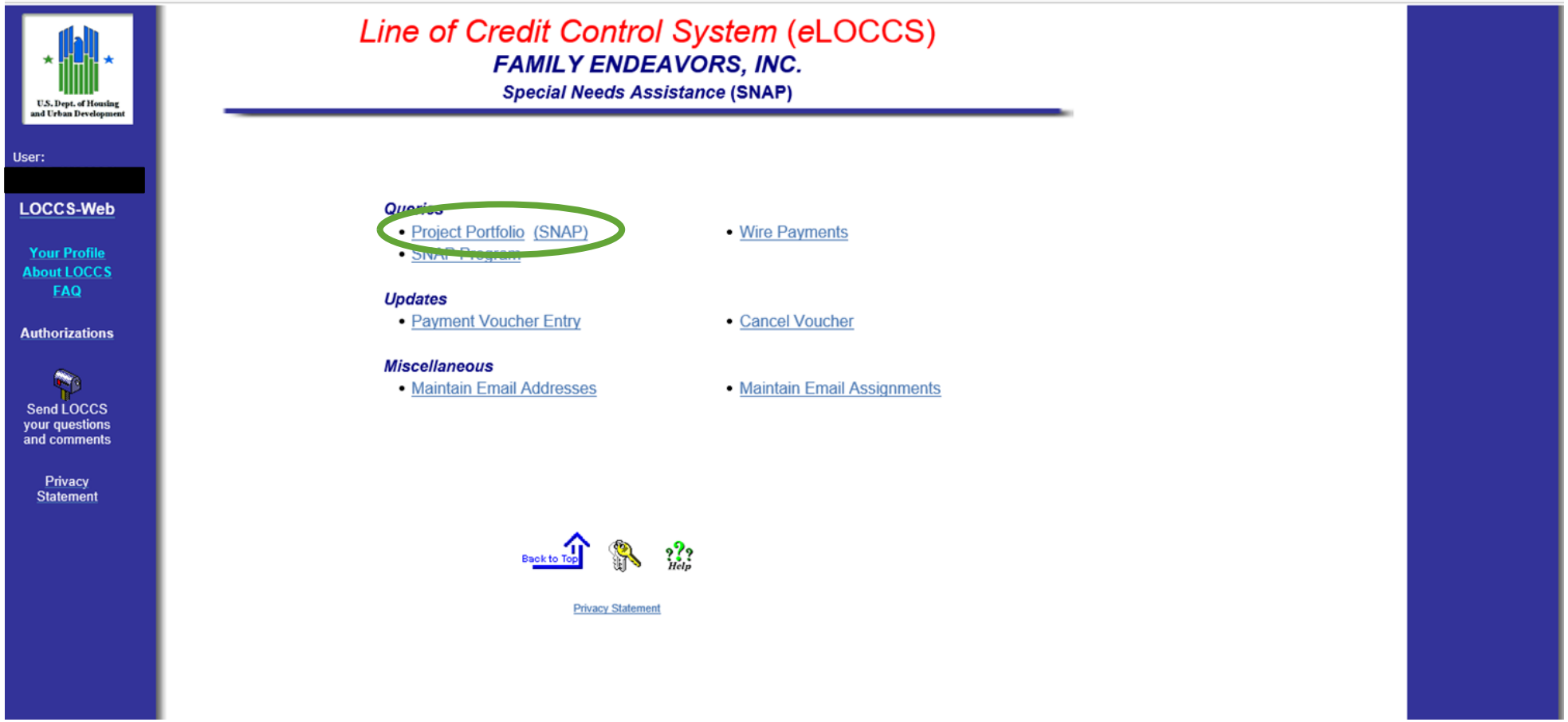


ELOCCS – MAIN MENU

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



ELOCCS - PORTFOLIO



ELOCCS – PORTFOLIO

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

FAMILY ENDEAVORS, INC.
Portfolio

Menu → Portfolio

Menu Auth
Log Off Bottom

All Awards | SNAP

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]581Y6J002101	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**

Menu

Back to Top Help

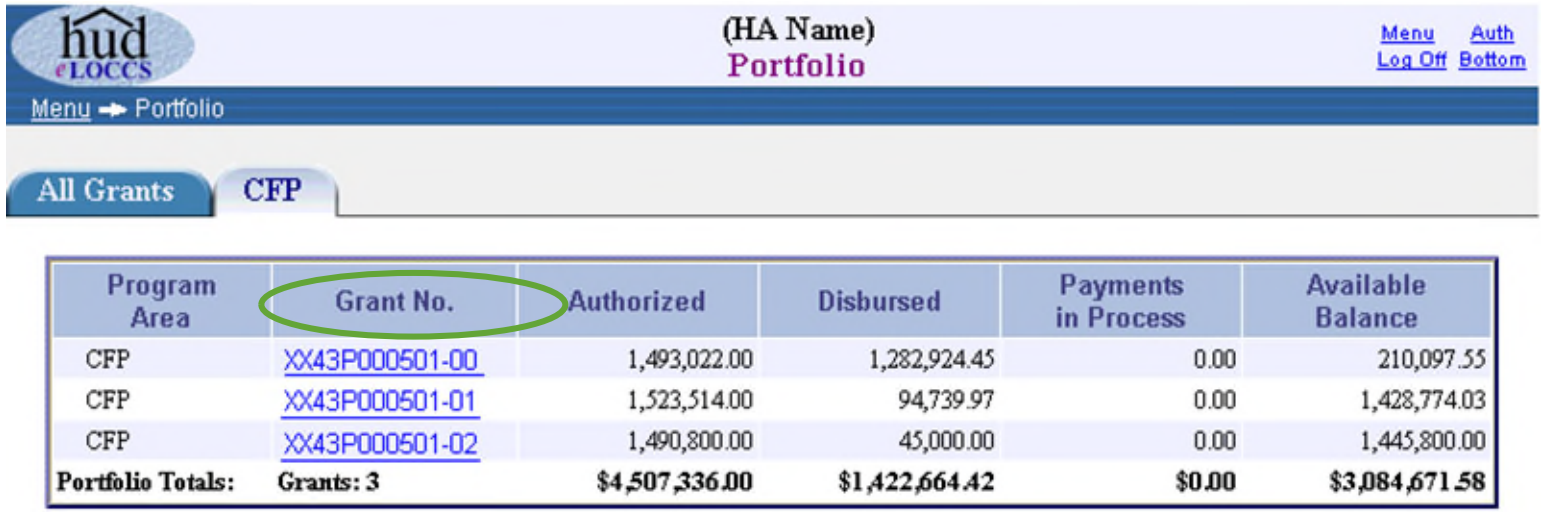
Privacy Statement

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:

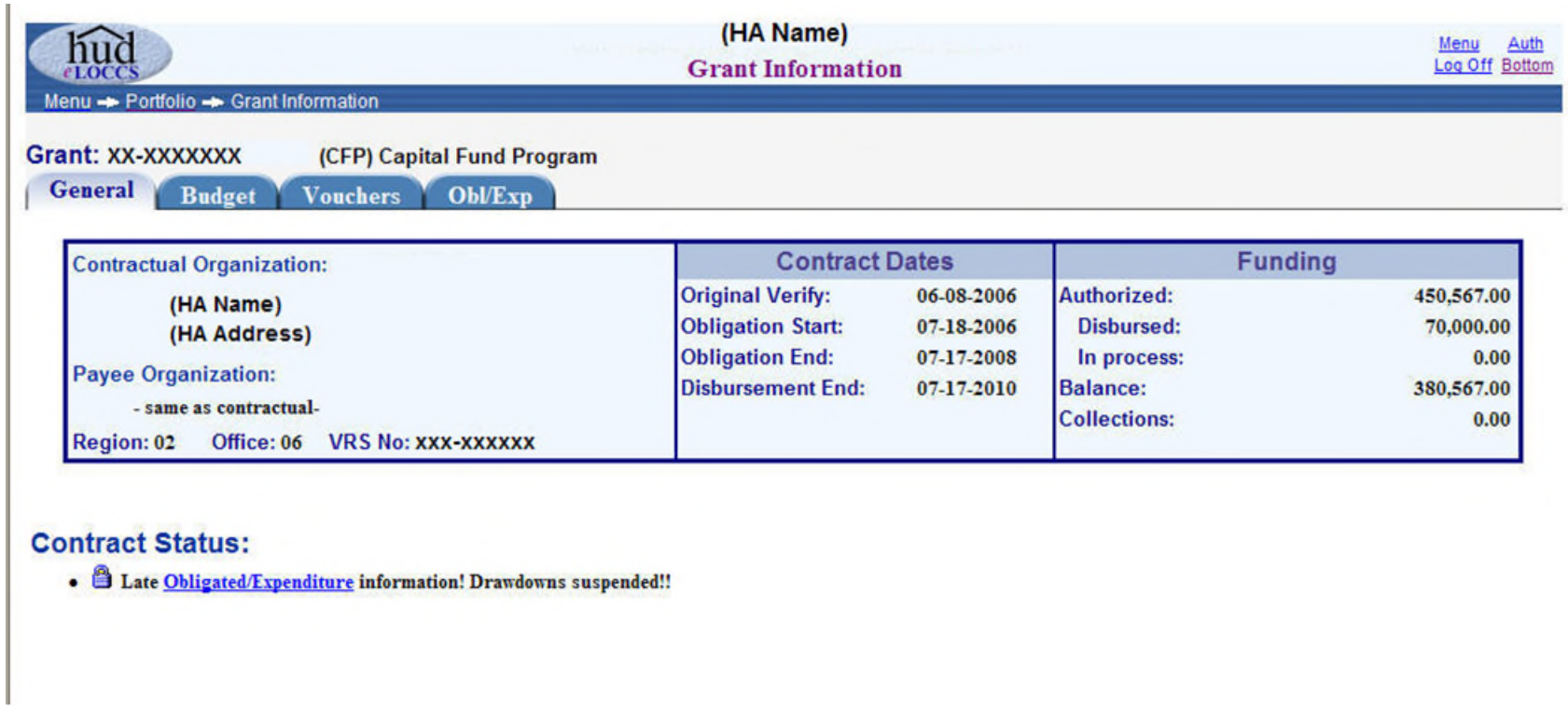
- General (Default Standard for All Grants)
- Budget (Optional Depends on Program Area)
- Voucher (Standard for All Grants)



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.



(HA Name)

Grant Information

Menu Auth Log Off Bottom

Menu → Portfolio → Grant Information

Grant: XX-XXXXXXX (CFP) Capital Fund Program

General | Budget | Vouchers | Obl/Exp

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

Award Information

Log Off Bottom

Menu → Portfolio → Award Information

Award: [redacted] (SNAP) Special Needs Assistance

General | Budget | Vouchers

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

Back to Top | Help

Privacy Statement

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.

hud eLOCCS

(HA Name)
Grant Information

Menu Auth
Log Off Bottom

Menu → Portfolio → Grant Information

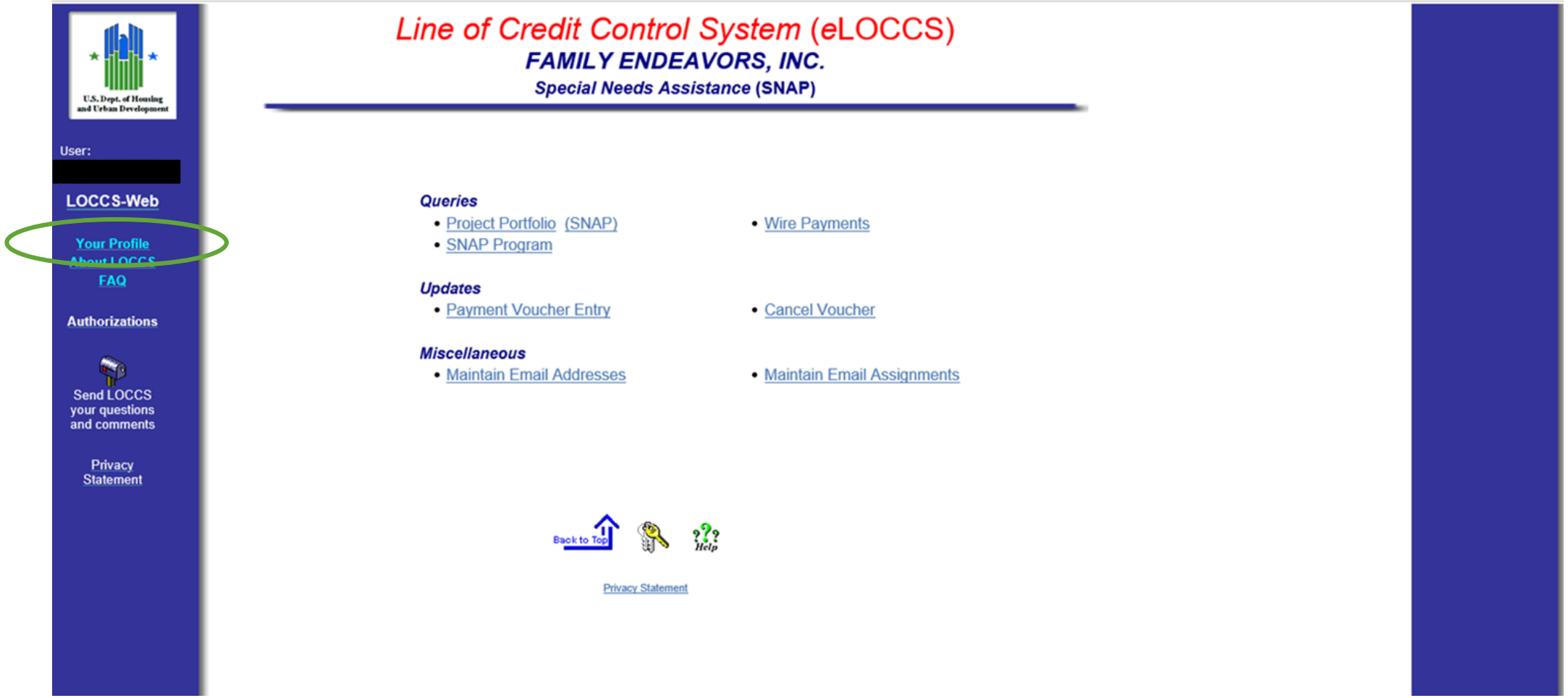
Grant: XX43P000501-00 (CFP) Capital Fund Program

General | Budget | Vouchers | Obl/Exp

✔ 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



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]	Approving Official:	[redacted]
Phone:		Phone:	
Email:			

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)

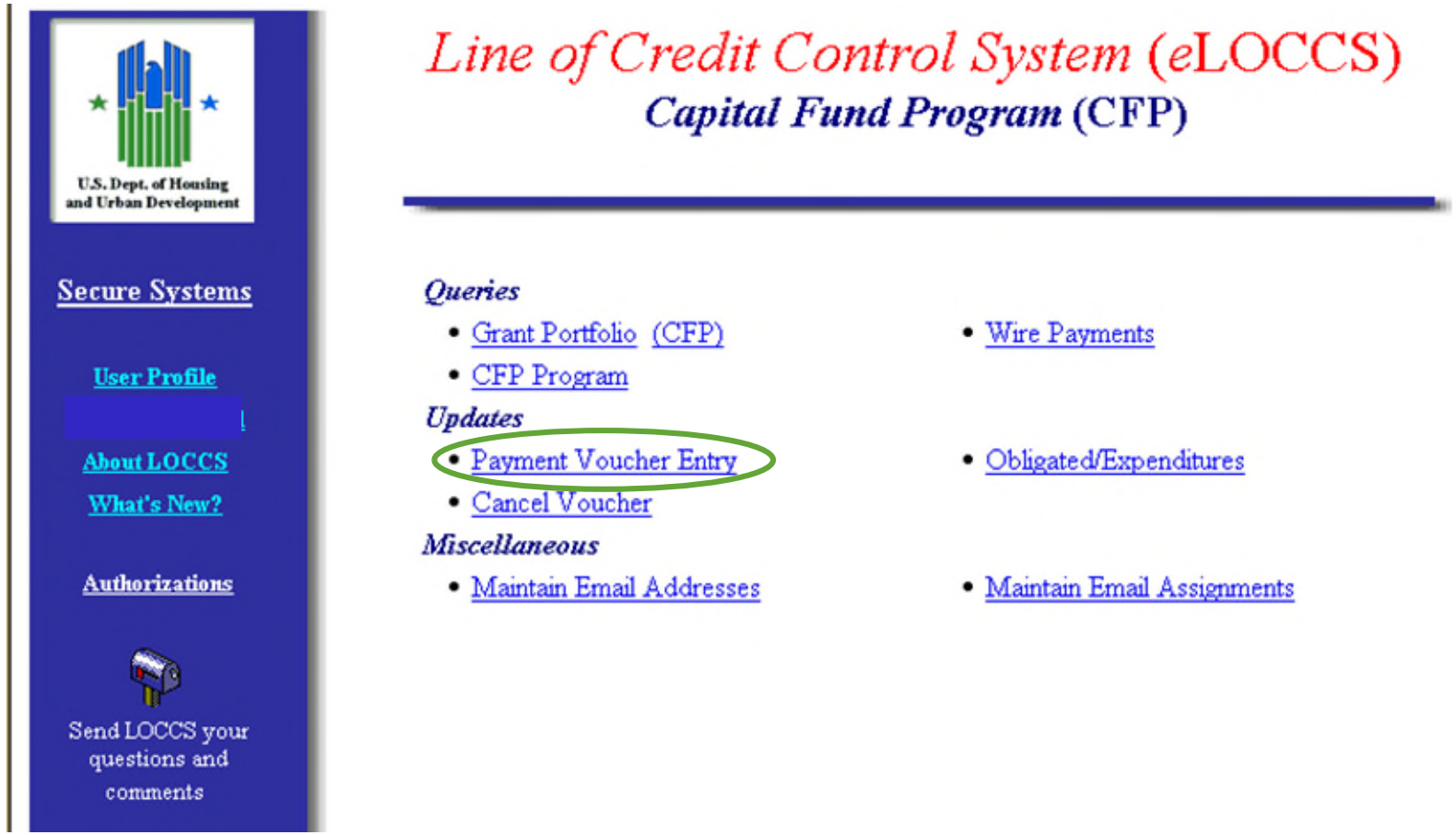
CFP	Capital Fund Program	Drawdown
CFRG	Capital Fund Recovery Grants	Drawdown
OFND	Operating Fund	Drawdown
ROSS	Resident Opport & Self Sufficiency	Drawdown

Secure Systems LOCCS Assigned Roles

ADM	Administrator
QRY	Query

Edit Email Menu

ELOCCS – VOUCHER ENTRY



ELOCCS – VOUCHER ENTRY

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.

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

Submit Reset Cancel

Back to Top Help

Privacy Statement

ELOCCS – VOUCHER ENTRY

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

HUMAN RESOURCES COUNCIL
Payment Voucher Entry

Menu Auth
Log Off Bottom

Menu ➡ Voucher Selection ➡ Payment 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	2. LOCCS Pgrm Area	3	4
501-********	SNAP		

5. Voice Response No.	6. Grantee Organization
n/a	HUMAN RESOURCES COUNCIL

8. Grant or Project No.	6a. Grantee Organization TIN
MT0070Y8T001899	[redacted]

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.

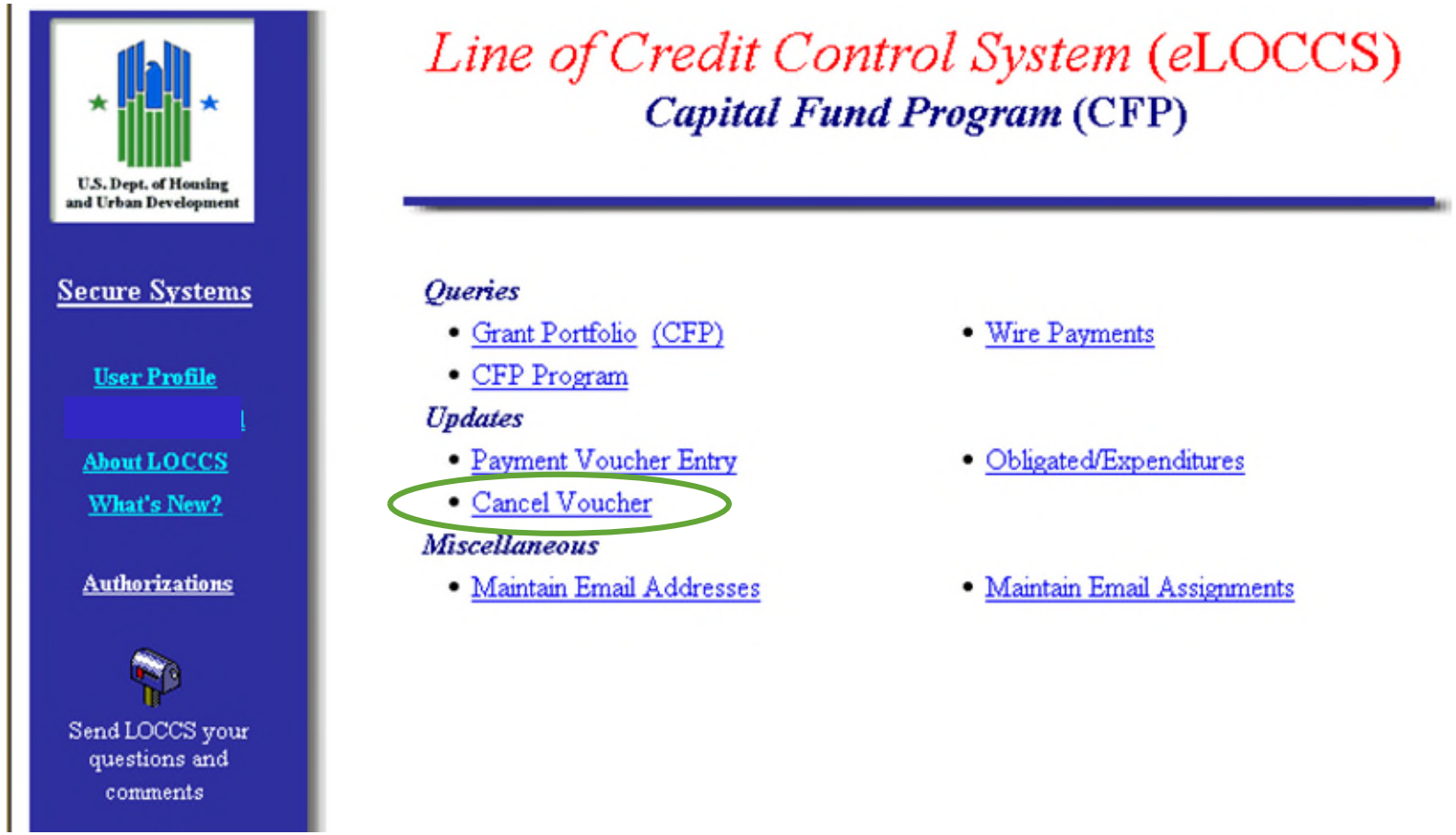
11. Name & Phone Number of Person completing this form	12. Name & Title of Authorized Signatory	
[redacted]	13. Signature	14. Date of Request 10-19-2022

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)

125%

ELOCCS – CANCEL VOUCHER



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.

hud eLOCCS

(HA Name)

Cancel Voucher Selection

Menu Auth Log Off Bottom

Menu → Cancel Voucher Selection

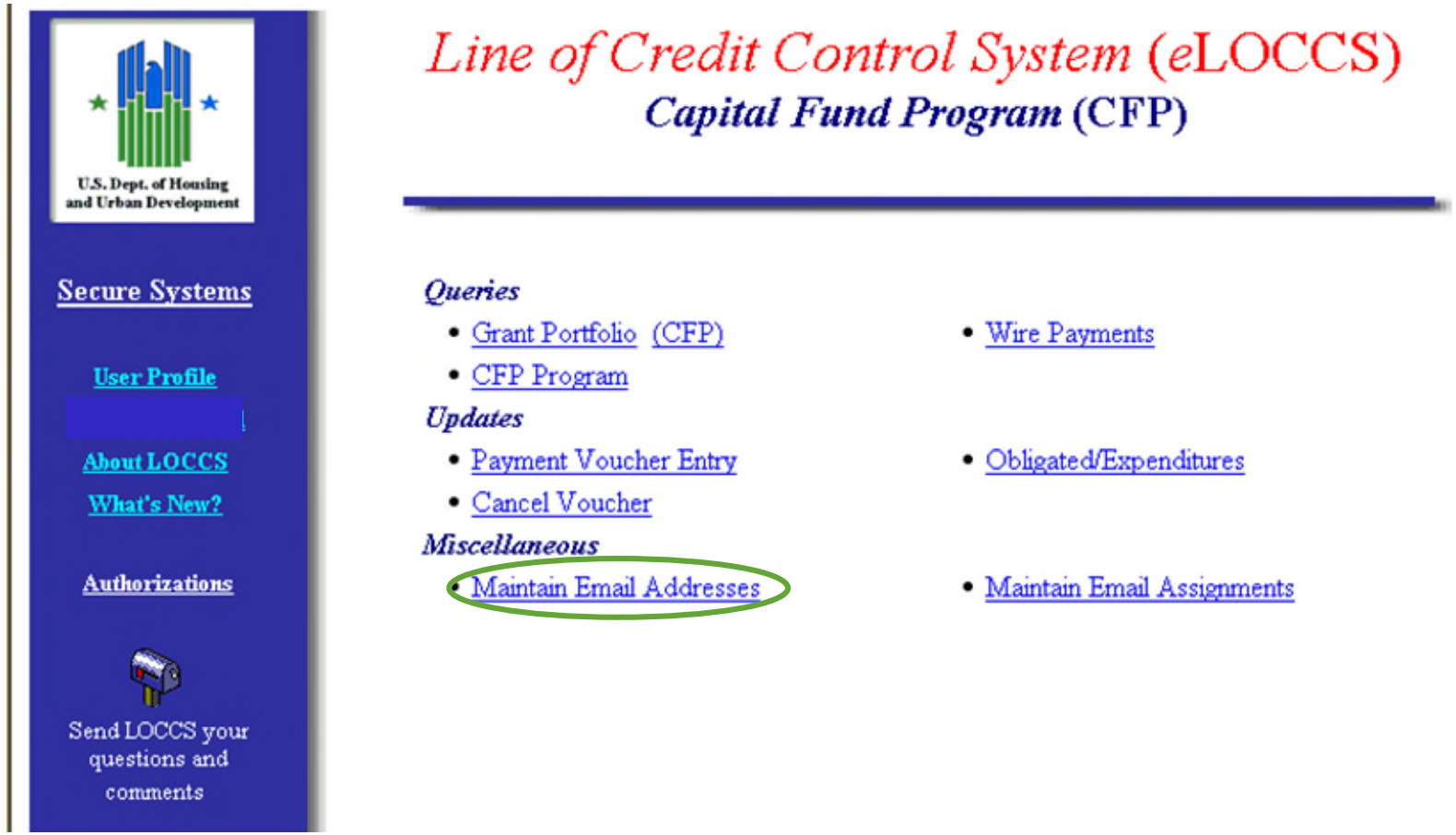
To select a voucher to cancel, click on the cancel icon

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	

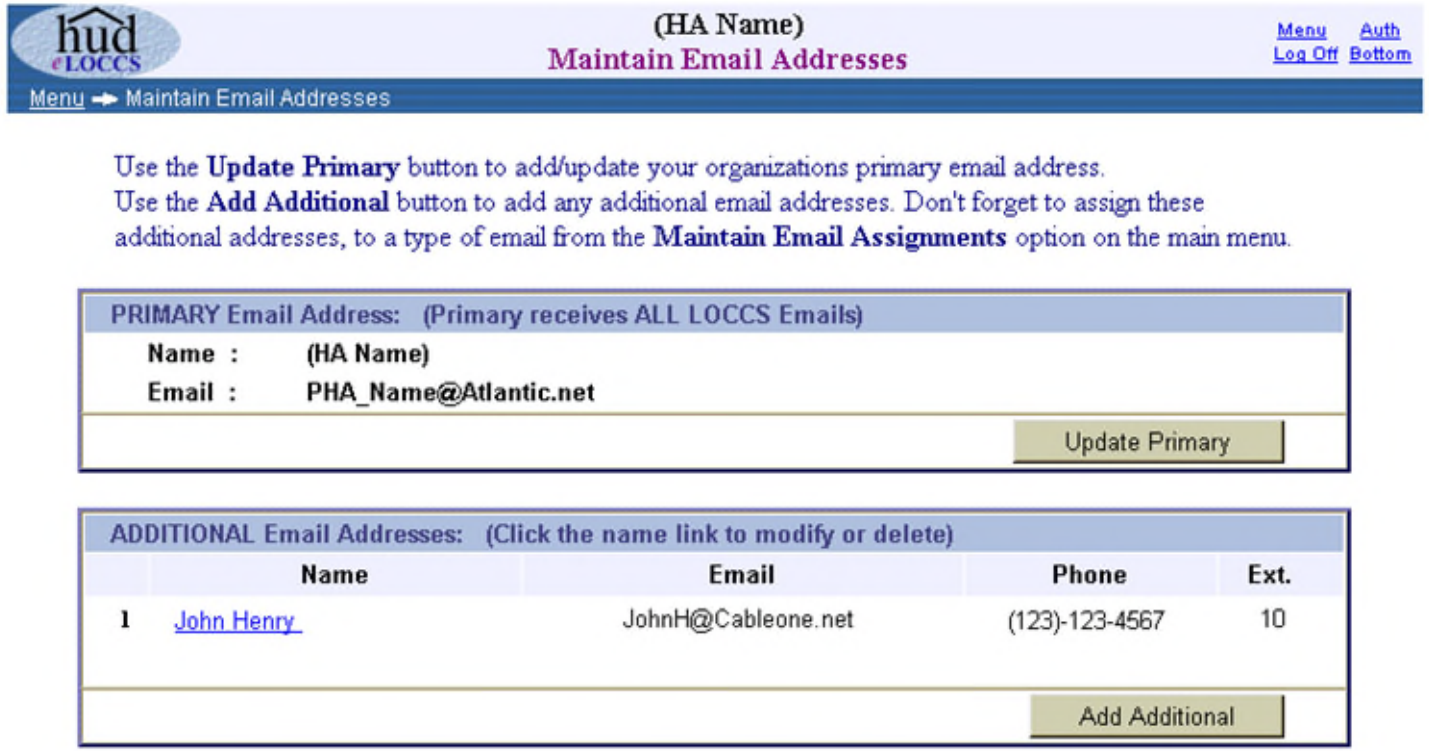
- Email Maintenance - *e*LOCCS can provide emails of LOCCS HUD changes that affect the funding of grants in a portfolio. The Business Partner maintains both the email distribution list and the LOCCS email that each user's address will receive.

- 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



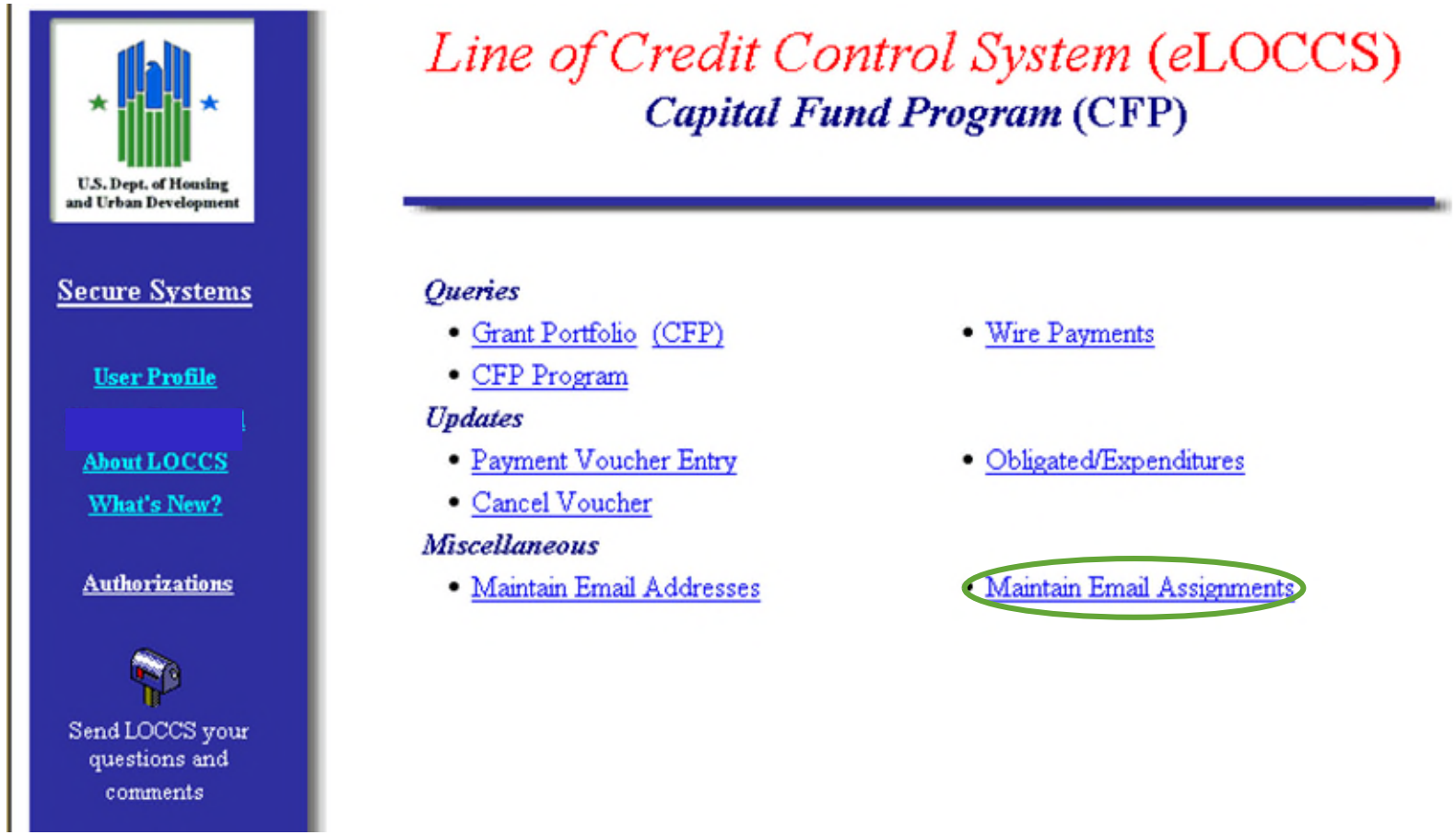
eLOCCS – Email Maintenance



The Maintain Email Addresses screen provides an entry of the primary email address for the Business Partner.

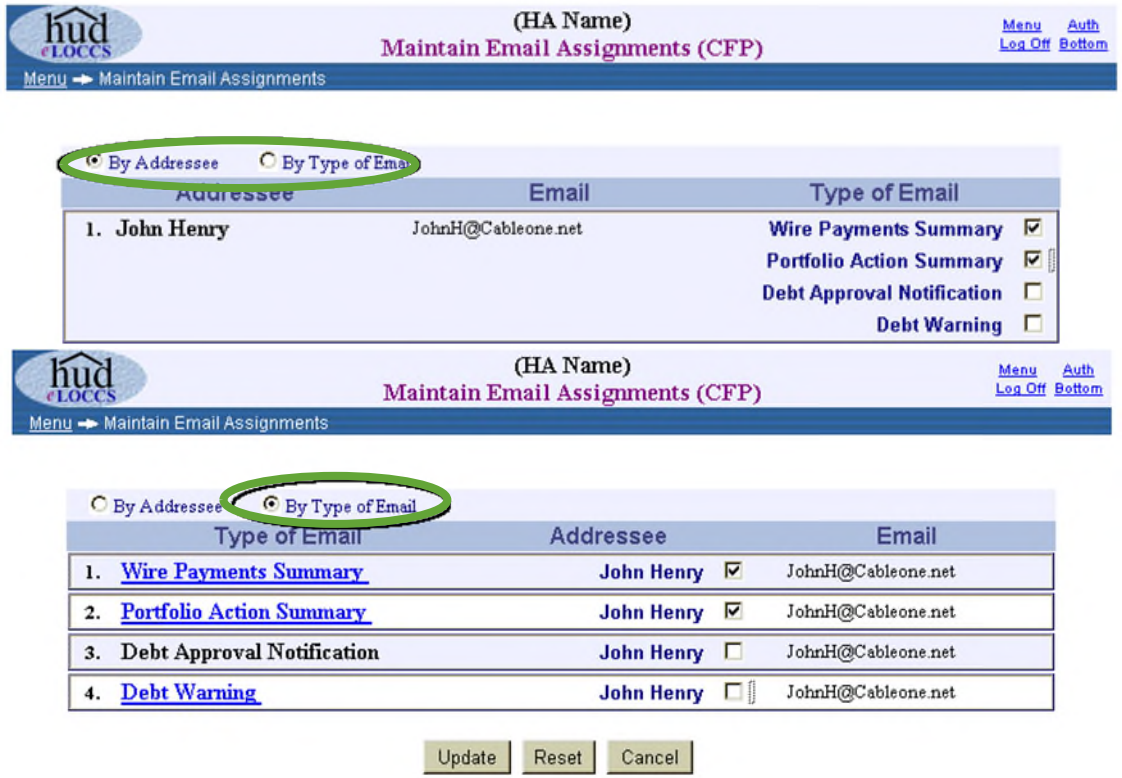
Additional email addresses can be added.

ELOCCS – EMAIL ASSIGNMENTS



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



By Addressee

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

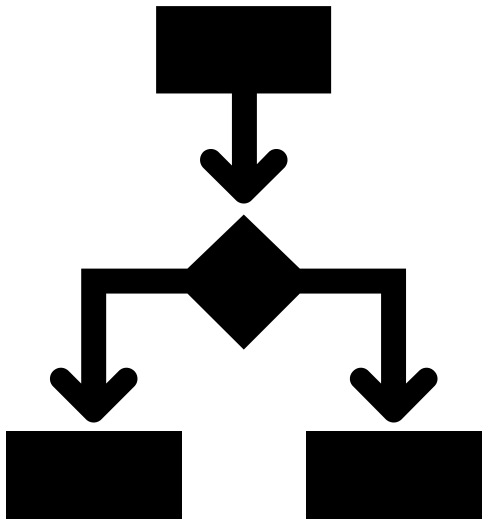
External

Other duties include:

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

Important: Ensure financial policies and procedures contain proper separation of duties.

ORGANIZATIONAL CHART



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

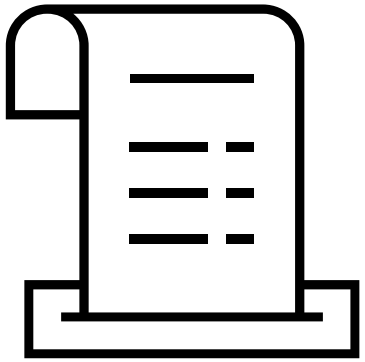
- E.G.: Operating, Supportive Services, Admin, etc.

Final budgeted amounts

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

- 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 <u>quarterly</u> 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 <u>or</u> 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.

- 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.

USEFUL LINKS

- eLOCCS Access Guidelines for Business Partners https://www.hud.gov/program_offices/cfo/loccs_guidelines
- eLOCCS Access Authorization Form https://www.hud.gov/sites/dfiles/OCHCO/documents/27054E.pdf
- eLOCCS Quick Reference Guide https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference
- Secure Systems Registration https://www.hud.gov/program_offices/public_indian_housing/reac/online/online_registration

QUESTIONS?

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