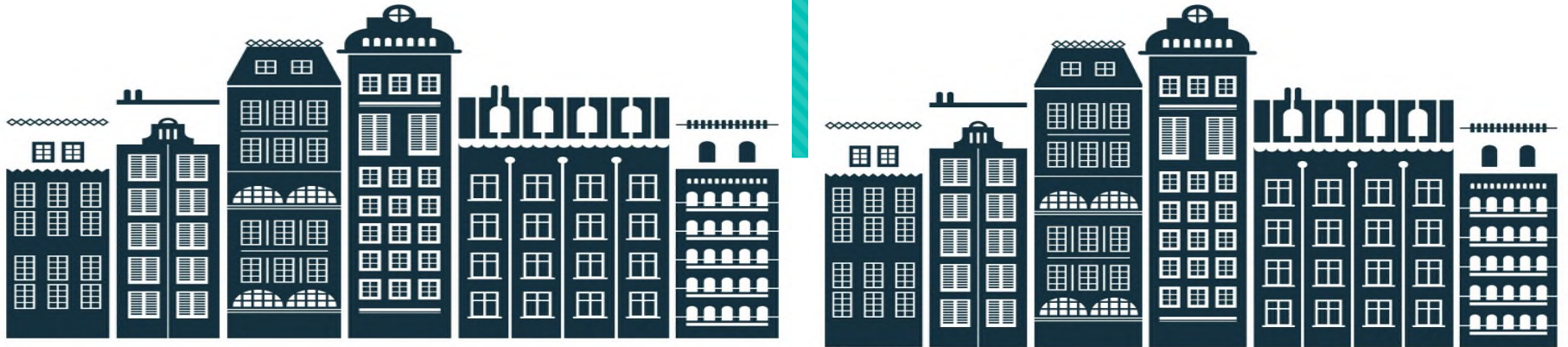U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY19 NEW GRANTEE ORIENTATION

Grant Administration and Regulatory Requirements: LOCCS Set Up
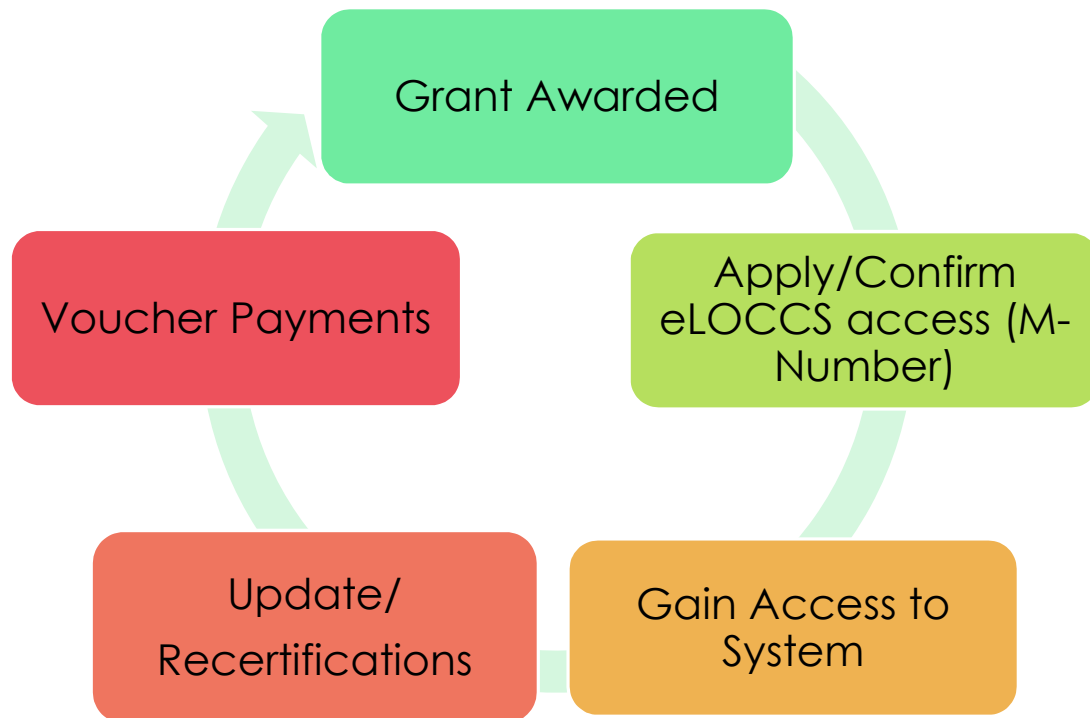
Deborah Roane, Grant Services Division Director

GRAPEVINE, TX DECEMBER 3-5, 2019

Objective

- The session will help program and finance managers understand the LOCCS Set Up and the monitoring requirements of on-going fiscal management.

LOCCS Cycle Overview

- Grant Awarded
- Apply/Confirm eLOCCS access (M-Number)
- Gain Access to System
- Update/ Recertifications
- Voucher Payments

Understand and Maintain E-LOCCS Procedures

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF LEAD HAZARD CONTROL AND HEALTHY HOMES

POLICY GUIDANCE NUMBER: PGI 2015 - 02	DATE: April 10, 2015
SUBJECT:	Line of Credit Control System (eLOCCS) Reimbursement Procedures
STATUS:	Current
APPLICABILITY:	All OLHCHH grant programs
RELATED GUIDANCES:	For federal awards made *prior to December 26, 2014*: • 24 CFR part 84 (2013)[1] (institutions of higher education, hospitals, and other non-profits), and • 24 CFR part 85 (2013)[2] (state, local, and Indian tribal governments). For federal awards made *on or after December 26, 2014*: • 2 CFR 200.[3]
COMMENTS:	This PGI replaces PGI 2013-02.

The Office of Lead Hazard Control and Healthy Homes (OLHCHH) is issuing this updated policy guidance to ensure that all grant reimbursements are made in compliance with all applicable requirements. Specifically, this policy guidance describes how to register for and use eLOCCS, HUD's new primary grant and subsidy disbursement and cash management system, and clarifies the requirements for requesting reimbursement. A grantee who has any questions about the reimbursement process should contact the Government Technical Representative (GTR) assigned to the grant.

What is eLOCCS?

The Line of Credit Control System (LOCCS) is HUD's primary grant and subsidy disbursement and cash management system. This system is being replaced by "eLOCCS," an Internet version of LOCCS that is accessed through the HUD internet portal called Secure Systems, which is available at https://hudapps.hud.gov/HUD_Systems. All existing and new grantees must use eLOCCS to request reimbursements, to add new users, and to request changes to users.

eLOCCS Registration

Before a grantee can access eLOCCS, the grantee must register at:

(1) Register in Secure Systems, which can be accessed at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online
(2) Submit a Form HUD-27054 LOCCS Access Authorization, which will control what a user can see and do once in eLOCCS. The form is available at https://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf.

For more information and detailed registration instructions, see HUD's eLOCCS Registration Guide, at http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf

Accessing and Using eLOCCS

For information about accessing and using eLOCCS, see HUD's eLOCCS Getting Started Guide, at http://portal.hud.gov/hudportal/documents/huddoc?id=eloccsguide.pdf.

eLOCCS/HHGMS Reimbursement Process

There are two major steps to the eLOCCS reimbursement process. First, the grantee must request reimbursement by submitting a payment request and required documentation. Second, the GTR reviews the payment request and either accepts or rejects the payment request.

Part 1. Payment Request and Supporting Documentation

Grantees must request reimbursement by submitting a "Payment Voucher Entry" request ("payment request") through eLOCCS. After submitting the payment request, a grantee must then sign the payment request. However, supporting documentation for payment requests must be submitted to your GTR via OLHCHH's Healthy Homes Grants Management System (HHGMS); available at https://na2.salesforce.com/home/home.jsp[4].

Note that eLOCCS and HHGMS are two separate systems that are accessed through separate

Establishing AO and USERS

- **Approving Official**" is a Line of Credit Control System (LOCCS) administrator who manages "users" in LOCCS. Responsibilities include re-certifying the LOCCS user still requires access to LOCCS every 6 months.

- LOCCS User is associated with an Approving Official on the **HUD-27054 LOCCS Access Authorization** form.

- Approving Officials will also use eLOCCS to re-certify their staff every 6 months, therefore Approving Officials and users must register for an "M" ID in Secure Systems.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-3000

OFFICE OF THE CHIEF FINANCIAL OFFICER

Change of Approving Official Instructions
Grantees (Only)

This document provides guidelines for changing a grantee's Approving Official in eLOCCS.

A Change of Approving Official letter must be written on organizational letterhead and faxed to the eLOCCS Security Office at (202) 708-4350. A copy of the letter must be mailed to the grantee's HUD Program Office for their records. The original 'Change of Approving Official Letter' must be mailed to the eLOCCS Security Office at the mailing address below.

eLOCCS Security Office
U.S. Department of Housing and Urban Development
451 7th Street, SW, Room 3114
Washington, DC 20410

Once the grantee's request is approved and processed, the eLOCCS system will e-mail the new Approving Official, notifying him/her that the listed users have been transferred, under their Authority, as requested in the Change of Approving Official letter. If the transferred users are pending recertification, the new Approving Official is responsible for their recertification. If there is a problem with the grantee's request, the new Approving Official will be notified of the problem by e-mail (or by fax if an e-mail address is not provided).

The Change of Approving Official letter should contain the following information in the specified format as follows:
1. New Approving Official
   a. Name
   b. Title **
   c. Assigned Secure Systems User ID ('M' id) ***
   d. Daytime telephone
   e. Business address
   f. Personal business e-mail address of the Approving Official

   ** The Approving Official is required to be the CEO or a Board Officer that has a higher authority than the specified eLOCCS users. The Approving Official must be a permanent official of the company. Interim/Acting titles are NOT ACCEPTABLE.
   *** The approving official must be assigned the role of Coordinator in Secure Systems.

2. Previous Approving Official
   a. Name (Only)

3. Existing Users
   a. Name(s) (Only)

4. Signature Block
   a. The new Approving Official must sign and date the Change of Approving Official letter.
   b. The new Approving Official signature must be notarized.
   c. The notary must be different from the new Approving Official and any users.

If you have any questions or require further assistance, the eLOCCS Security Office may be contacted directly at (877) 705-7504, Monday – Friday from 7:30 a.m. to 4:00 p.m. Eastern Standard Time (EST).

HUD-27054E

○ The grantees must complete the HUD - 27054E eLOCCS Access Authorization Form, which will specify users who are authorized to access eLOCCS.

○ The Grantees (all new or reinstated user who needs to access eLOCCS) will need to complete the LOCCS HUD-27054E form.

○ The **Grant Officer** will review the form for accuracy and completeness.

Avoid Delays and Remain Access

- **Subgrantee or contractor** cannot have access to LOCCS Secure System

- **Acting or Interim Position** cannot be approved as an Approving Official for the LOCCS HUD 27054E

- *An Approving Official* position must have higher authority than Users

- **Make sure to login** into the system at least monthly to keep an active account.

- Do not share passwords

LOCCS LINKS TO KNOW

- LOCCS Access Guidelines for Grantees: General LOCCS Guide to fill out required financial forms (SF-1199A , Direct Deposit, HUD-27054).

  portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines

- eLOCCS Registration Guide- " Guide for Coordinator or User Registration "
  portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf

- eLOCCS Getting Started Guide- "Guide to Use and Access System for Drawdowns"
  portal.hud.gov/hudportal/documents/huddoc?id=eloccsguide

Q&A Session

- How often should the AO re-certify in LOCCS system?

- What documentation is needed for LOCCS Voucher Payments?

- How often should your organization drawdown to avoid LOCCs access issues?

Policy References

- *2015-02: Updated eLOCCS Procedures*

- *2015-01: Clarifications of Costs for LHRD and LBPHC*

- *2014-01: Eligibility of Units for Assistance*

- *2013-03: Requesting Grant Amendments*

- *2013-01: Lead Inspection Risk-Assessment Reporting and Documentation*

- *2012-05: Closeout Procedures*

- *OLHCHH Policies Link: https://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/pg*