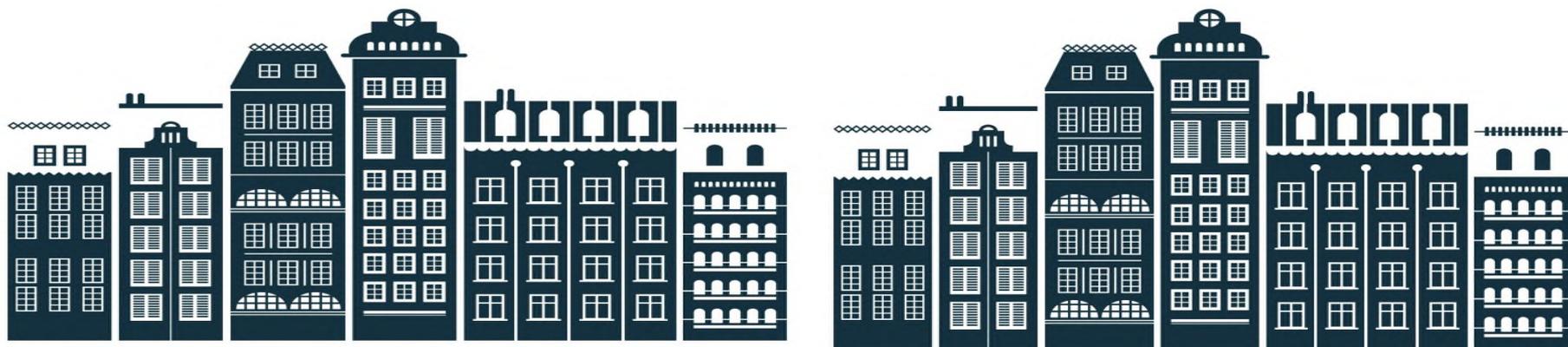


U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

2019 Program Manager School

Grant Administration (Part 1)- LOCCS Set Up and Voucher Payment Process

By: Victoria Jackson, Government Technical Representative
Markquonda Mathis, Grant Officer
Loyedi Waite, Grant Officer



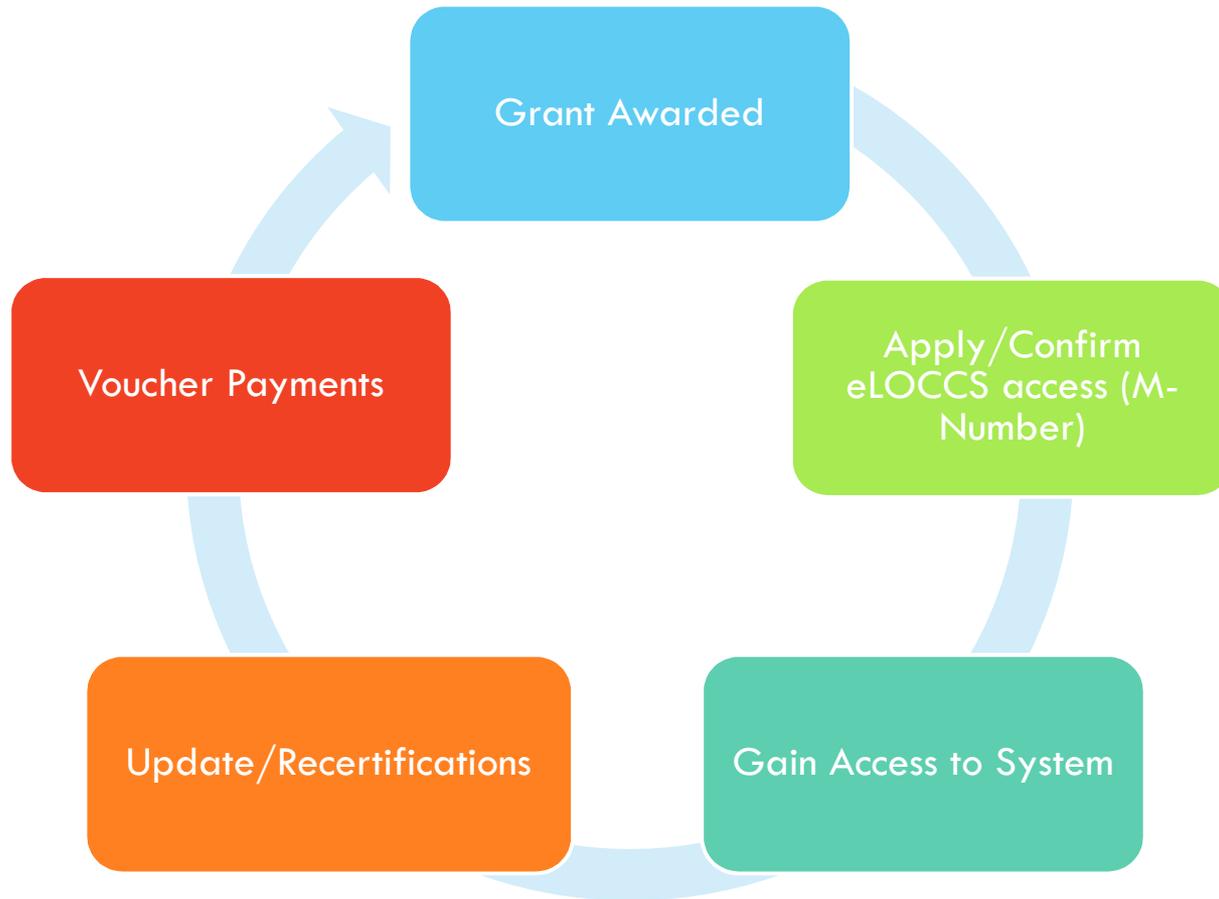
Minneapolis, MN

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

3



Understand and Maintain E-LOCCS Procedures

4



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:	<p><u>For federal awards made prior to December 26, 2014:</u></p> <ul style="list-style-type: none"> • 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). <p><u>For federal awards made on or after December 26, 2014:</u></p> <ul style="list-style-type: none"> • 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=eocccs_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=eocccsguide.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

5

- **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

6

- 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.

OMB Approval No. 2535-015
(exp. 4/30/2020)

eLOCCS Access Authorization Form U.S. Department of Housing and Urban Development

See Instructions, Public Burden, and Privacy Act statements before completing this form

This form is to be approved by the recipient's (or grantee's) Chief Executive Officer or equivalent. All forms must be sent to your HUD Program Office for review and approval. Retain a copy. **MANDATORY REQUIREMENT:** New User, Reinstated User and Change Secure Systems ID must be NOTARIZED. **GRANTEE** - Mail form to your grant program officer. **PROGRAM OFFICER:** Required to mail the completed and certified form to: OCFO, User Support Branch (P7MU) 451 7th Street SW, Room 3114, Washington, DC 20410.

1. Type of Function(s) <input type="checkbox"/> 1. New User <input type="checkbox"/> 2. Reinstated User <input type="checkbox"/> 3. Terminate User <input type="checkbox"/> 4. Change Secure Systems ID		<input type="checkbox"/> 5. Revise Authorizations <input type="checkbox"/> 6. Name/Address Change <input type="checkbox"/> 7. Other		2a. Secure Systems ID (mandatory)	2b. New Secure Systems ID (if changing ID)
3. Authorized User's Name (last, first, mi) Print or Type		Title (mandatory)		Office Telephone Number (include area code)	
Complete Mailing Address			E-Mail Address		
4. Authorizations (see next page) are required for New User, Reinstated User and Revise Authorization functions. Attach one or more authorization pages as needed. Record the number of attached pages to the right. Each page should be initialed by the Approving Official and HUD Program Office POC.				Number of Authorization Pages Attached	
5. Authorized User's Signature				Date (mm/dd/yyyy)	
I authorize the person identified above to access eLOCCS via HUD's Secure Systems.					
6. LOCCS Approving Official Name (last, first, mi) Print or Type		Title		7. Notary (must be different from user and approving official) Seal, Signature, and Date Notarized (mm/dd/yyyy)	
E-Mail Address		Secure Systems User ID (mandatory)			
Complete Mailing Address		Office Telephone Number (include area code)			
Approving Official's Signature		Date (mm/dd/yyyy)			
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)

Avoid Delays and Remain Access

7

- ❑ **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

LOCCS Documentation Requirements (Payment Voucher Form Breakdown)

Grant BLI Voucher Entry Page 1 of 1



Payment Voucher Entry

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

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

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

LBA Lead-Based Paint Abatement Payment Voucher

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

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

1. Voucher Number 039-024544	2. LOCCS Pgrm Area LBA	3	4
5. Voice Response No. 59442-95401	6. Grantee Organization [REDACTED]		
8. Grant or Project No. [REDACTED]	8a. Grantee Organization TIN [REDACTED]		

Name	Authorized	Available Drawdown Balance	Drawdown Amount
Grant Balance	2,300,000.00	571,522.00	24,568.00
Total:	2,300,000.00	571,522.00	24,568.00

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 [REDACTED]	12. Name & Title of Authorized Signatory [REDACTED]
13. Signature [REDACTED]	14. Date of Request 03-23-2015

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

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

Box 1-8 are auto filled from the eloccs system

Box 11. Should be auto filled with the name of the person who input the draw in the eloccs system

Box 12 and 13 Should hold the printed name and signature of the second reviewer.

Submit Reset Cancel

Next Payment (LBA CALHB057514)

eLOCCS Payments Reminders

Check List:

- Request under correct grant award number and LOCCS line item
- Attach all files needed (LIRAS and SOW may be requested)
- Include invoices to support the draw in full if \$100,000 OR if the GTR requests to see them for any reason
- Ensure the forms are filled out completely and accurately
- Draw down at least monthly and report match for every draw (highly recommend)

Q&A Session

12

- 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?



Steps to Remember and Monitor

13

- 1) Understand the OLHCHH Policy
- 2) Start LOCCS Set Up Process
- 3) Create Voucher in the eLOCCS System
- 4) Submit Documentation Requirements in HHGMS
2 person verification/signature on eloccs form
- 5) Wait on GTR Review to Process Payment
 - ▣ Under \$100K- Part 3 and LOCCS Voucher Form
 - ▣ Over \$100K- Part 3, Voucher Form and Detailed Invoices/Payroll Documents
 - ▣ At GTR Discretion: Can include any documentation needed to verify the draw requested at any time

Policy References

14

- *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