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
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

1. Grant Awarded
2. Voucher Payments
3. Apply/Confirm eLOCCS access (M-Number)
4. Update/Recertifications
5. Gain Access to System
Understand and Maintain E-LOCCS
Procedures

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


**Accessing and Using eLOCCS**

**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 GT 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 OHLCHH’s Healthy Homes Grants Management System (HHGMS), available at [https://na2.salesforce.com/home/home.jsp](https://na2.salesforce.com/home/home.jsp).

Note that eLOCCS and HHGMS are two separate systems that are accessed through separate...
• **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.
• 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

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

- eLOCCS Registration Guide- “Guide for Coordinator or User Registration”

- eLOCCS Getting Started Guide- “Guide to Use and Access System for Drawdowns”
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.

Box 1-8 are auto-filled from the eloccs system.
Part 3 Hard Copy and Electronic Routine Submission and Reminders

- A hardcopy needs to be submitted for every LOCCS request along with filling out HHGMS LOCCS request form.
- Page 2 needs to be signed and date on hardcopy.
- No hand written number corrections.
- No negative numbers.
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

☐ 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

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

- 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