FY19 NEW GRANTEE ORIENTATION

Grant Administration and Regulatory Requirements: LOCCS Set Up

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

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-2000

OFFICE OF LEAD HAZARD CONTROL AND REHABILITATION

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) (institutions of higher education, hospitals, and other non-profits), and
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://hudpps.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:

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.


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 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.

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.
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”
  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: