

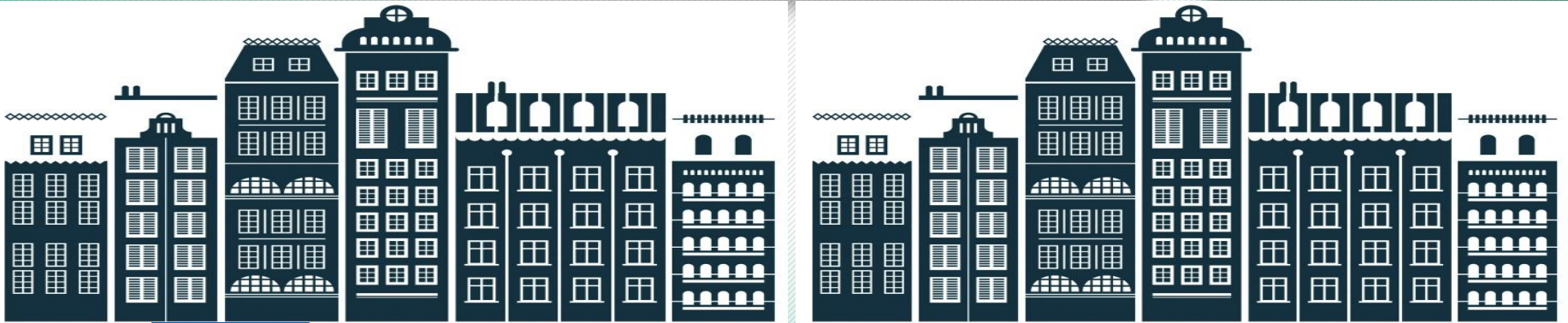
U.S. Department of Housing and Urban Development (HUD)
Office of Lead Hazard Control and Healthy Homes (OLHCHH)

FY2021 NEW GRANTEE ORIENTATION

LOCCS Set Up Overview

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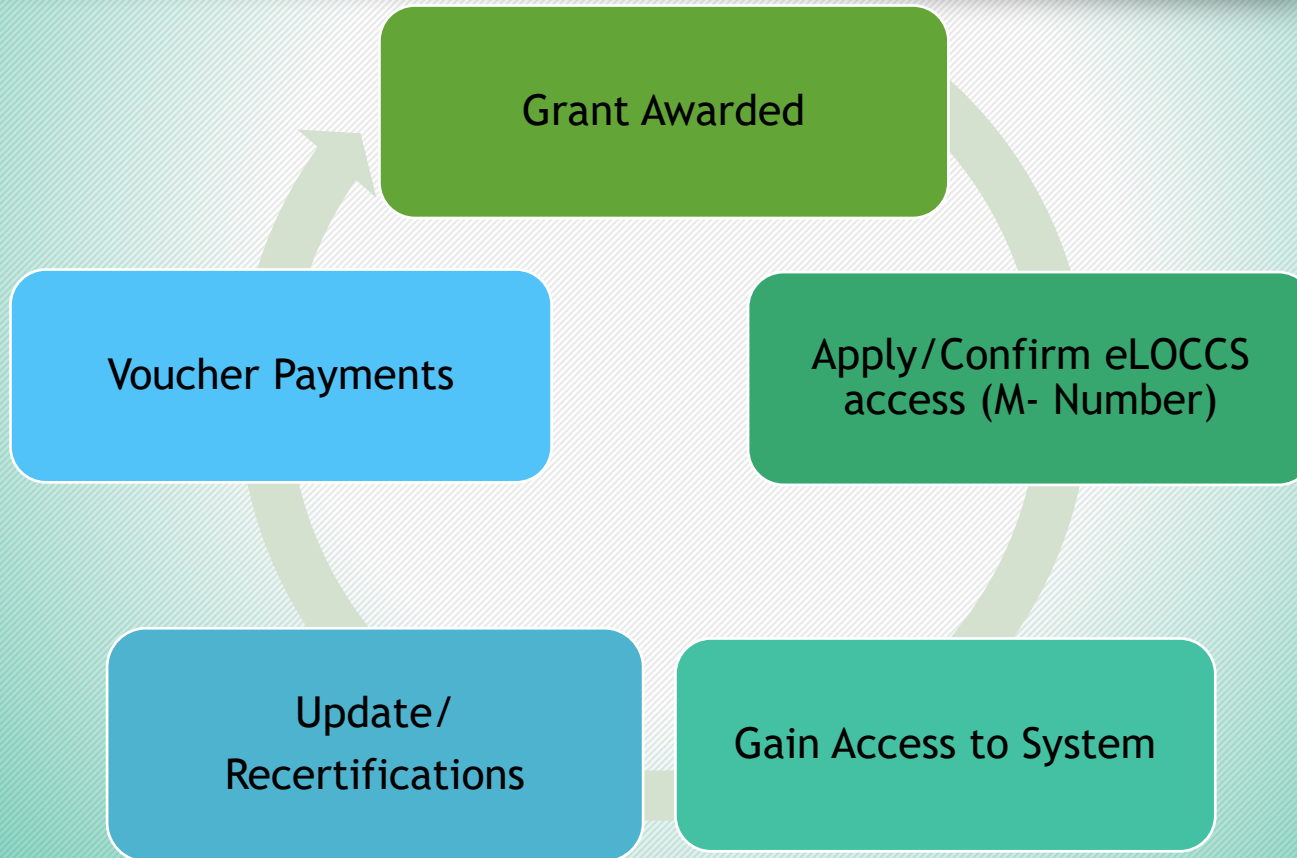


VIRTUAL CONFERENCE, MAY 3RD - MAY 14TH, 2021

Objective

- This session will give instructions on getting access to eLOCCS and help program and finance managers understand the monitoring requirements of on-going fiscal management.

How does eLOCCS fit in...?



Establishing Approving Officials and Users

Key Notes to Consider

- Make sure you call Secure Systems at (888-245-4860) to get an M#
- Secure Systems will Register you as a User or Coordinator/Approving Official
- Consider emailing your HUD-27054E Form to your Grant Officer (do not send your form yourself)

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.

Filling Out the HUD-27054E Form

- 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.

eLOCCS Access Authorization Form		U.S. Department of Housing and Urban Development		OMB Approval No. 2535-010 (exp. 4/30/2020)	
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 (FYMU) 451 7 th Street SW, Room 3114, Washington, DC 20410.					
1. Type of Function(s)		2a. Secure Systems ID (mandatory)		2b. New Secure Systems ID (if changing ID)	
<input type="checkbox"/> New User <input type="checkbox"/> Reinstated User <input type="checkbox"/> Terminate User <input type="checkbox"/> Change Secure Systems ID		<input type="checkbox"/> Revise Authorizations <input type="checkbox"/> Name/Address Change <input type="checkbox"/> Other _____		<input type="text"/> <input type="text"/>	
3. Authorized User's Name (last, first, mi) Print or Type		Title (mandatory)		Office Telephone Number (include area code)	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Complete Mailing Address			E-Mail Address		
<input type="text"/>			<input type="text"/>		
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	
<input type="text"/>				<input type="text"/>	
5. Authorized User's Signature				Date (mm/dd/yyyy)	
<input type="text"/>				<input type="text"/>	
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)	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
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)			
<input type="text"/>		<input type="text"/>			
8. HUD Program Office Point of Contact's Name (last, first, mi) Print or Type		Title			
<input type="text"/>		<input type="text"/>			
E-Mail Address		Office Telephone Number (include area code)			
<input type="text"/>		<input type="text"/>			
HUD Program Office Point of Contact's Signature		Date (mm/dd/yyyy)			
<input type="text"/>		<input type="text"/>			
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)					

How to Avoid Delays and Keep Access



- **Subgrantees and/or contractors** 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

Helpful eLOCCS Links

- 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? (GO)
- What documentation is needed for LOCCS Voucher Payments? (GTR)
- How often should your organization drawdown to avoid LOCCs access issues? (GTR)

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