



No. 2013-02
March 18, 2013

PROGRAM GUIDANCE

PROGRAM: All Grant Programs

FOR: Tribal Government Leaders, Tribally Designated Housing Entities, and the Department of Hawaiian Home Lands

TRIBA

FROM: Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs, PN

TOPIC: Voluntary Registration for eLOCCS for the Indian Housing Block Grant, Indian Community Development Block Grant, Native Hawaiian Housing Block Grant, Rural Housing and Economic Development, Rural Innovation Fund, and Resident Opportunities and Self-Sufficiency Programs.

1. PURPOSE: This Guidance provides instruction to the grant recipient on how to access the Electronic Line of Credit Control System (eLOCCS) for the grant programs administered by the Office of Native American Programs (ONAP). These programs include the Indian Housing Block Grant, Indian Community Development Block Grant, Native Hawaiian Housing Block Grant, Rural Housing and Economic Development, Rural Innovation Fund, and Resident Opportunities and Self-Sufficiency programs. Grant recipients may continue to utilize the LOCCS Voice Response System (VRS) or follow the steps below to begin using eLOCCS to request grant funds.

2. BACKGROUND: eLOCCS is the Internet version of the LOCCS Voice Response System (VRS). It is a grant disbursement and accounting system used by HUD. eLOCCS provides significantly more reporting capability and the ability to utilize queries. Authorized grant recipients, or their representatives, can access LOCCS through HUD's Secure Systems. Once eLOCCS access has been authorized, the user is allowed to view a wide range of contract-level information regarding HUD payments to the grantee.

3. Hours of Operation:

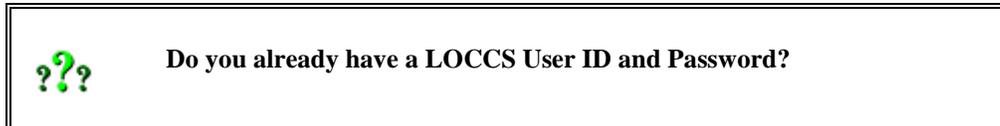
Monday – Saturday 6:00 a.m. to 8:00 p.m. EST
Sunday Not Available

4. Browser Requirements: Secure Systems and eLOCCS both support the same browser. Currently, that recommended browser is Internet Explorer 6.0. To get additional information about browser requirements, go to the HUD Online Systems webpage: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/react_security

5. eLOCCS Coordinator: Tribes, Tribally Determined Housing Entities (TDHEs), and the Department of Hawaiian Home Lands (DHHL) must have a Coordinator and at least one user registered. Generally, the Coordinator is the Executive Director or other principal and they should register as such by marking the Coordinator circle in the Secure System process described below. This person controls access to HUD systems and performs other system administrative functions.

6. Secure Systems / eLOCCS Registration Steps:

Step 1 - LOCCS Registration



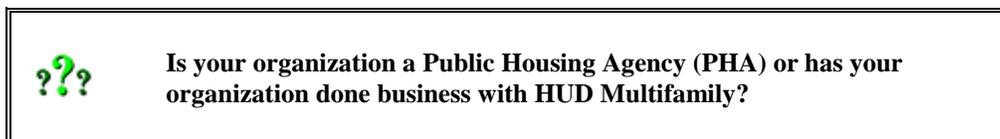
Yes - If you are an existing VRS User, then the answer is yes.
Continue to **Step 2 - Business Partner Registration HUD Multifamily.**

No - Complete the LOCCS VRS HUD-27054 form, have it notarized, and then forward the form to the Area ONAP for review. Continue to **Step 2 - Business Partner Registration HUD Multifamily.**

Not Sure – Treat this as a ‘No.’

Note: The Business Partner Registration HUD Multifamily and Secure Systems Registrations are independent of LOCCS registration; therefore they can be done concurrently. However, all security components must be completed prior to accessing eLOCCS.

Step 2 - Business Partner Registration HUD Multifamily Registration



Yes - Your organization should already be recognized by Secure Systems as a Business Partner. Continue to **Step 3 - Secure Systems Registration.**

No/Not Sure - You need to register your organization in Business Partner Registration HUD Multifamily. Continue to **Step 2a.**

Step 2a → Type in the Business Partner Registration HUD Multifamily URL: https://hudapps2.hud.gov/apps/part_reg/apps040.cfm

Step 2b → Enter your organization's Tax Identification Number (TIN).



Did Business Partner Registration HUD Multifamily respond with one of the following?

1) A form to fill in? Then continue to **Step 2c**.

OR

2) A message that your organization is already registered? Your organization is already registered in Business Partner Registration HUD Multifamily. Continue to **Step 3 – Secure Systems Registration**.

Step 2c → Fill out the required information on the form. Make sure the address of your organization is correct.

Step 2d → After submitting the form, wait until the next business day, then continue to **Step 3 - Secure Systems Registration**.

Step 3 - Secure Systems Registration



Does your organization already have a Secure Systems Coordinator assigned?

No - If you just registered your organization in Business Partner Registration HUD Multifamily, then the answer is definitely No. Determine within your organization who should be the Secure Systems Coordinator (two per organization allowed). Continue to **Step 3a – Applying for a Secure Systems “Coordinator” ID**.

Not Sure - Contact REAC Technical Assistance at 1-888-245-4860 for a yes or no answer.

Yes - Continue to **Step 3g – Apply for a Secure Systems “User” ID**.

Step 3a → **Apply for a Secure Systems “Coordinator” ID:** Type in the Secure Systems URL: <http://www.hud.gov/offices/reac/online/reasyst.cfm>

Step 3b → Select the <Register Online> link.

Step 3c → Tribes, TDHEs, and DHHL should select <**Multifamily Housing Entity**>.

Step 3d → Select <Coordinator> as the ‘Application Type’ and fill out the remaining information.

Step 3e → A letter will be mailed to the organization's Chief Executive Officer (CEO) as identified in Step 2c above, with the Coordinator's ID. (This is why the appropriate

and correct address in Business Partner Registration HUD Multifamily is critical). Once the CEO has provided the Coordinator with the User ID, sign-on to Secure Systems. (See the URL in Step 3a, but select the <Log in here> link).

Step 3f → If the new Coordinator is also the *e*LOCCS user, the Coordinator should assign the *e*LOCCS application to himself or herself along with the LOCCS **QRY** and **ADM** roles. Continue to **Step 4 - Signing on to *e*LOCCS**.

If the new Coordinator is not the *e*LOCCS user, the *e*LOCCS user should apply for a Secure Systems User ID, beginning with **Step 3g – Apply for a Secure Systems “User” ID**.

Step 3g → **Apply for a Secure Systems “User” ID:** Type in the Secure Systems URL, <http://www.hud.gov/offices/reac/online/reasyst.cfm>

Step 3h → Select the <Register Online> link.

Step 3i → Tribes, TDHEs and DHHL should select <**Multifamily Housing Entity**>

Step 3j → Select <User> as the ‘Application Type’ and fill out the remaining form.

Step 3k → After submitting the form, contact your organization’s Secure Systems Coordinator and inform him/her that you have requested access to Secure Systems. Ask the Coordinator to approve your request and to assign you the *e*LOCCS application with both **QRY** and **ADM** roles.

Step 3l → Continue to **Step 4 - Signing on to *e*LOCCS**.

Step 4 - Signing on to *e*LOCCS



All the above registration components must be completed prior to accessing *e*LOCCS. You must have a valid Secure Systems User ID and password and LOCCS User ID.

Step 4a → Type in Secure Systems URL: <http://www.hud.gov/offices/reac/online/reasyst.cfm>

Step 4b → Select the <Login here> link.

Step 4c → Enter your **Secure Systems** User ID and Password.

Step 4d → Select the <Line of Credit Control Systems (*e*LOCCS) > link.

Note: If you don’t have this application link on your menu selection, you have not been assigned the *e*LOCCS application by your Secure Systems Coordinator. (See Step 3k).

Step 4e → Enter your LOCCS User ID and Password. **Note** that if you were just assigned a LOCCS User ID, leave the password blank, and answer the initial security questions.

This completes the Secure Systems/eLOCCS registration process. IF YOU NEED HELP or have questions regarding any registration component, please call the **eLOCCS Help Desk** at 703-506-8229, Ext. 2916, or email eLOCCS@HUD.GOV with questions.

7. Using eLOCCS or LOCCS-VRS: For more information specific to ONAP grantees, see Notice PIH 2012-23, Line of Credit Control System/Voice Response System (LOCCS/VRS) for the Indian Housing Block Grant program.