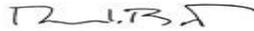**RECIPIENT GUIDANCE**

PROGRAM: All Grant Programs

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

TRIBES

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

TOPIC: The Voice Response System (VRS) of the Line of Credit Control System (LOCCS) is being replaced by the Electronic Line of Credit System (*e*LOCCS) throughout Housing and Urban Development (HUD).

PURPOSE: Effective August 1, 2014, all first-time or reinstated LOCCS users must use *e*LOCCS. HUD is planning on retiring the Line of Credit Control Voice Response System (LOCCS-VRS). HUD's Office of Chief Financial Officer (OCFO) is currently transitioning all LOCCS VRS users to *e*LOCCS, which is the Internet version of LOCCS under the Real Estate Assessment Center's (REAC) Secure Systems. OCFO is implementing the transition from VRS to *e*LOCCS in three phases:

Phase 1: Pilot Phase - completed

Phase 2: All first-time and reinstated LOCCS users and approving officials who submit a HUD-27054 LOCCS Access form and register for Secure Systems will only be able to access *e*LOCCs, effective August 1, 2014.

Phase 3: Convert all remaining VRS users to *e*LOCCs. The target date set for completing this conversion for the Office of Native American Programs is December 31, 2014.

This Guidance provides instruction to the grant recipient on how to register and access *e*LOCCS for the grant programs administered by the Office of Native American Programs (ONAP) that currently use VRS to submit drawdown requests. These programs include the Indian Housing Block Grant, Indian Community Development Block Grant, Native Hawaiian Housing Block Grant, Rural Housing and Economic Development, Resident Opportunities and Self-Sufficiency, and Training and Technical Assistance programs. This guidance replaces Program Guidance 2013-02, Voluntary Registration for Line of Credit Control System/Voice Response System (LOCCS/VRS).

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

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

Browser Requirements: Secure Systems and *e*LOCCS both support the same browser. Currently, the recommended browser is Internet Explorer 7.0. 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/reac/reac_security

***e*LOCCS Coordinator:** All ONAP recipients, including tribes, Tribally Designated Housing Entities (TDHEs), the Department of Hawaiian Home Lands (DHHL) and Technical Assistance Providers 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 in the hyperlinks or attachments provided within this notice. This person controls access to HUD systems and performs other system administrative functions.

Secure Systems / *e*LOCCS Registration: New users and approving officials need to register in both the Secure Systems and eLOCCS. **When registering, based on system requirements, ONAP recipients must register as Multifamily Housing.**

Below is the OCFO announcement of the conversion from VRS to *e*LOCCS in the link below.

The instructions for registering in Secure Systems are contained in the link below.

- *e*LOCCS Registration Guide
  http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf

The Instructions for registering in *e*LOCCS are contained in the link below.

- LOCCS Access Guidelines for Grantees
  http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines

Below is a link to form HUD-27054

- form HUD-27054, LOCCS VRS Access Authorization form (Attachment V)
    http://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf

- *e*LOCCS Getting Started Guide
  http://portal.hud.gov/hudportal/documents/huddoc?id=eloccsguide.pdf

The OCFO has requested that each Program Office designate a VRS-to-*e*LOCCs coach who is to handle simple registration questions. If there are any issues or questions the coach cannot answer, the coach will contact the LOCCS Help Desk and facilitate a response as quickly as possible.
Wayne Johnson has been appointed the coach for ONAP grant recipients, and he can be reached via email at: Wayne.J.Johnson@hud.gov or by telephone at 303-675-1609.