

No Guessing..

Documentation:

- Part 3 that details and supports the draw
- Eloccs detail and signature form

No Guessing....



[Redacted] Payment Voucher Entry

Menu Auth
Log Off Bottom

Menu Voucher Selection Payment Entry

eLOCCS U.S. Department of Housing and Urban Development
LBA Lead-Based Paint Abatement Payment Voucher Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 039-024544	2. LOCCS Pgm Area LBA	3	4
5. Voice Response No. 59442-95401	6. Grantee Organization [Redacted]		
8. Grant or Project No. [Redacted]	8a. Grantee Organization TIN [Redacted]		
Name	Authorized	Available Drawdown Balance	Drawdown Amount
Grant Balance	2,300,000.00	571,522.00	24,568.00
Total:	2,300,000.00	571,522.00	24,568.00

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form [Redacted]	12. Name & Title of Authorized Signatory [Redacted]	13. Signature [Redacted]	14. Date of Request 03-23-2015
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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)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-LBA-a (4/2000)

Box 1-8 are auto filled from the eloccs system

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.

Submit Reset Cancel

Next Payment (LBA CALHB057514)

**PART 3
FINANCIAL REPORTING
HUD Lead Hazard Control Grants**

BUDGET CATEGORIES*	NEGOTIATED BUDGET	APPROVED LOCCS DRAWDOWNS THIS PERIOD*	CUMULATIVE LOCCS DRAWDOWNS TO DATE*	AVAILABLE BALANCE
1. Personnel (Direct Labor)	600,412.80	\$14,178.23	394,311.40	206,101.40
2. Fringe Benefits	244,033.12	\$7,562.36	160,280.24	83,752.88
3. Travel	20,727.00		6,022.17	14,704.83
4. Equipment	-		-	-
5. Supplies and Materials	23,538.71		7,223.02	16,315.69
6. Consultants	-		-	-
7. Contracts / Sub-Grantees /				
7a. Mustardseed	29,400.00		20,400.00	9,000.00
7b. LHC - Owner Occupied	556,500.18	\$28,156.00	408,780.00	147,720.18
7c. LHC - Rental	326,751.15		266,249.00	60,502.15
7d. Healthy Homes Interiors	180,000.00	\$8,239.00	103,970.00	76,030.00
	-		-	-
	4,000.00		144.18	3,855.82
	68,000.00		-	68,000.00
	76,500.00		-	76,500.00
	76,500.00		42,675.00	33,825.00
	-		-	-
7k. City of Independence	85,000.00		8,850.00	76,150.00
7l.	-		-	-
7m.	-		-	-
7n.	-		-	-
7o.	-		-	-
Subtotal Item 7	1,402,651.33	36,395.00	851,068.18	551,583.15
8. Other Direct Costs	188,637.04	\$1,510.46	102,360.63	86,276.41
9. Indirect Costs	-		-	-
10. TOTALS*	2,480,000.00	59,646.05	1,521,265.64	958,734.36

Negotiated Budget

LOCCS REQUEST

Cumulative Loccs
including Request

Available Balance
Including request

Negotiated budget must match last approved budget document

NO negative balances can result from draw being approved

No Guessing...

Admin Sub
Report
Breakdown

FINANCIAL REPORT HUD Lead Hazard Co

Grant Agreement Number:	
Grant Organization:	, MO Health Department
Report Period:	May Year 2014

Administrative Cost Summary

BUDGET CATEGORIES*	NEGOTIATED BUDGET	APPROVED LOCCS DRAWDOWNS THIS PERIOD*	CUMULATIVE LOCCS DRAWDOWNS TO DATE*	AVAILABLE BALANCE
1. Personnel	102,541.92	2,839.84	70,464.34	32,077.58
2. Fringe Benefits	41,683.29	1,154.39	34,070.10	7,613.19
3. Travel	20,727.00		6,022.17	14,704.83
4. Equipment			-	-
5. Supplies and Materials	12,986.00		7,103.37	5,882.63
6. Consultants			-	-
7. Contracts / Sub-Grantees /			-	-
8. Other Grant Costs	17,400.00	0.46	12,292.55	5,107.45
10. TOTALS ADMIN COSTS*	195,338.21	3,994.69	129,952.53	65,385.68

No Negative Balances can results from the requested draw.

* Administrative costs included in totals expended are not to exceed 10-percent.

Total Award \$2,480,000 with HHI
Budgeted

Minimum Direct Costs:	\$ 1,612,000.00	\$ 1,806,526.19	meets
Maximum Administrative Exp:	\$ 248,000.00	\$ 195,338.21	meets

No Guessing...

Match Commitment Summary		
Source of Match Funds	Eligible Activities	Amount this Quarter
In-kind contrib	staff time	\$12,137
Match Commitment Summary		
Total Match Commitment	Total Match This Quarter	Cumulative Match
\$252,830	\$12,137	\$178,722

Ensure the source is eligible and specific details given.

Total should always match the amount on 1044

Running Total for draws in the quarter. Cumulative for Quarter End should match FFR 425

Running totals all quarters to date.

No Guessing...

Changes in HHGMS

Check List:

- ❑ Request under correct grant award number
- ❑ Attach all files needed
- ❑ 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

No Guessing...

Don't wait till the last minute

- LOCCS draws must be turned around timely per the 2 CFR.
 - Must have correct paperwork, signed and no negative balances and include all required pieces.
 - The bigger the draw the longer it takes to review
 - Allow 5-7 business days from the day we receive all the correct and required documents to review
 - You can count the draw in your benchmarks in the quarter your bank receives the monies not the day you request it in the system or the day it is approved by this office
 - Make more frequent smaller draws to stay on track

Budget Form Worksheet

- What are the columns for?
- What are the rows for?
- What are eligible costs?
- What are the classifications of eligible cost?
 - Direct
 - Admin
 - Indirect
 - Other Direct

No Guessing.....

The image shows a screenshot of the 'LBPHC Budget Worksheet Tool - LBPHC'. The spreadsheet is divided into several sections:

- Header Section (Rows 4-9):** Includes fields for 'Name and Address of Applicant', 'Grant Agreement Number', 'Organization Name', 'Street Address', 'City, State, Zip Code', 'Date Completed', and 'Category'.
- Main Budget Table (Rows 10-26):** Titled 'Detailed Description of Budget (for full grant period)'. It has columns for 'Estimated Hours', 'Rate per Hour', 'FTE', 'Admin', 'Direct', 'Estimated Cost', 'HUD Share Total', 'HUD Share Admin', 'HUD Share Direct', 'Total Match', 'Applicant Match', 'Other HUD Funds', and 'Other Fedd Share'.
- Summary Section (Rows 27-29):** Titled '2. Fringe Benefits', with columns for 'Rate (%)', 'Base', 'Admin', 'Direct', 'Estimated Cost', and 'HUD Share'.

Three callout boxes provide instructions for data entry:

- Admin Column E:** Put the % of time duties or the % of the total that the line described in the narrative contributes to work identified as admin cost per the policy.
- Direct Column F:** Put the % of time duties or the % of the total that the line described in the narrative contributes to work identified as Direct Cost per the policy.
- HUD Share Column I:** This is the total of each line you want to charge to HUD as eligible cost of the grant.

A blue callout box points to rows 12-25, stating: 'Rows across are how you organize the budget details into categories that collectively detail your program approach to unit production'. A red arrow points from this box to the 'Admin' column.

At the bottom of the spreadsheet, a navigation bar includes tabs for 'Sample', 'Policy Resources', 'Instructions', 'BudgetWorksheet', 'Part3Form', '424CBW', 'HHSuppCBW', 'Sub1CBW', 'Sub2CBW', and 'Direct Cost Breakdown'.

NO Guessing....

Grant Application Detailed Budget Worksheet									
Detailed Description of Budget									
Analysis of Total Estimated Costs			HUD Share Total	HUD Share Admin	HUD Share Direct	Total Match			
	Percent of Total	Estimated Cost							
1. Personnel (Direct Labor)	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
2. Fringe Benefits	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
3. Travel	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
4. Equipment	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
5. Supplies and Materials	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
6. Consultants	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
7. Contract and Sub-Grantees	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
8. Construction	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
9. Other Direct Costs	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
10. Indirect Costs	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Percentage of HUD Share Total:			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		

OMB SF424 CBW give this level detail- Very high level for application

Budget worksheet give this level of details more detail for implementation and program level

Budget Narrative

- All budget CBW's must have a narrative including HHSupp and sub budgets.
- WHY?
 - They guide you and us to what is an acceptable expense under the line you created. The budget form doesn't allow for detail which is why you detail out:
 - Who can draw
 - How much per
 - How much total
 - Types of materials and goods that an invoice can include

Changing your budget

- ANY amount of change per line, new line, change in staff must be requested to be reviewed and approved by your GTR in HHGMS as a minimum.
- IF you are asking to move more than 10% per line than the same requirement PLUS the GO must approve the move in funds.
- It is expected that there will be some changes in your PLANNED budget.
 - ▣ Don't wait till you loccs request results in an overage that can't be paid.. Monitor and evaluate and plan to move funds in advance to cover your program design and daily needs.