



eLOCSS

GETTING STARTED GUIDE

Line of Credit Control System (LOCSS)

U.S. Department of Housing and Urban Development

June 2014

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1.0 INTRODUCTION

1.0 INTRODUCTION

The Line of Credit Control System (LOCSS) is the U.S. Department of Housing and Urban Development's (HUD) primary grant and subsidy disbursement system that handles disbursement and cash management for the majority of HUD grant programs.

In 1990, the LOCSS Voice Response System (VRS) was developed to handle grantees access to their HUD funds using a touchtone phone system. In 2001, an Internet version of LOCSS (VRS) called *e*LOCSS was introduced allowing Public Housing Authorities (PHA), Section 8 Performance Based Contract Administrators (PBCA) and other approved HUD-trusted business partners access to their HUD portfolios through the web. *e*LOCSS provided selected Business Partners the internet financial system tool to access their grant portfolio and drawdown against their available portfolio balances.

In 2007, *e*LOCSS was modified to allow all LOCSS Business Partners with appropriate authorization, to access, manage, and drawdown their HUD grant portfolios through *e*LOCSS.

1.1 Hours of Operation

Monday – Saturday	6:00 a.m. to 8:00 p.m. EST
Sunday	Unavailable

1.2 Browser Requirements

In supporting Secure System's latest browser requirements, *e*LOCSS supports Internet Explorer 7.0.

1.3 Purpose of Guide

The purpose of this guide is to provide examples of *e*LOCSS screens and to describe the overall layout and menu navigation with the intent of familiarizing the user with the *look-and-feel* of *e*LOCSS prior to actually accessing *e*LOCSS. A “Core *e*LOCSS Screens” section has examples of functionality and screens that all HUD Programs support (such as the grant Portfolio) and separate sections provide examples of custom *e*LOCSS functionality a specific HUD Program may have, such as Shelter Plus Care (SPC).

While the primary purpose of this guide is how to “use” *e*LOCSS, it does provide a high level overview of the security and registration components required to gain access *e*LOCSS, and directs you to specific documents with detail instructions on how to complete those registration components.

2.0 REGISTRATION COMPONENTS

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2.1 Registration Overview

*e*LOCCS is accessed through the HUD internet portal called **Secure Systems**. Secure Systems is sponsored by the Office of Public and Indian Housing (PIH) Real Estate Assessment Center (REAC) and sometimes referred to as ‘REAC’ or ‘Online Systems’. Secure Systems supports many HUD applications, of which *e*LOCCS is one of them. In order to use *e*LOCCS, you must;

- 1) Register in Secure Systems to access the *e*LOCCS “application”, and
- 2) Submit a *HUD-27054 LOCCS Access Authorization form*, which will specify the Business Partner(s) and HUD Programs you are authorized to access within *e*LOCCS.

1) Secure Systems Registration

There are several components to Secure Systems Registration



Your organization must be a recognized Secure Systems Business Partner

This only needs to occur once for your organization



Your organization must have an assigned Secure Systems “Coordinator”.

This individual serves as your organizations Secure Systems administrator and would be responsible for assigning appropriate *e*LOCCS Secure Systems roles to “Users” or themselves. Up to 5 Coordinators can be assigned to each organization.



Each Secure Systems *e*LOCCS “User” must have their own Secure Systems ID

The Coordinator will assign appropriate *e*LOCCS roles to each user.

A separate *e*LOCCS *Secure Systems Registration Guide* provides step by step registration instructions on each of these components. A link to this guide can be found in **Section 5.2 LOCCS URL Quick References**.

2) LOCCS Authorizations



Each *e*LOCCS user must submit a *HUD-27054 LOCCS Access Authorization Form*

What Business Partners a user can see and which HUD Programs they have access to is determined by the approved LOCCS authorizations submitted on the *HUD-27054*.

A link to the *HUD 27054 LOCCS Access Authorization Form* along with instructions can be found in **Section 5.2 LOCCS URL Quick References**.



You will be assigned both a Secure Systems ID/password from the Secure Systems Registration process and a separate LOCCS ID/password from the *HUD-27054* process. The Secure Systems ID/password will be needed to sign-on to Secure Systems, and LOCCS will prompt for the LOCCS ID/password once you select LOCCS from the Secure Systems applications page.

3.0 SIGNING ON TO eLOCCS

3.0 SIGNING ON TO eLOCCS

3.1 What You Need Before Signing On



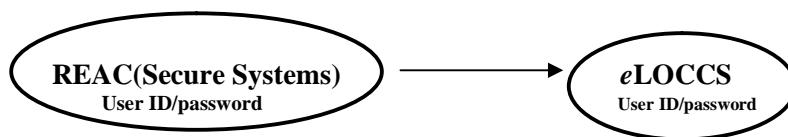
Secure Systems User ID/password and LOCCS system/role assignment

If you do not have a REAC User ID or have roles assigned,
see *Section 2.1 Registration Overview*.



A LOCCS User ID and password

If you do not have a LOCCS User ID and password,
see *Section 2.1 Registration Overview*.



3.2 eLOCCS Log In

3.2.1 eLOCCS Access

As mentioned above, you must have a valid **REAC (Secure Systems) User ID/password** and **eLOCCS User ID/password**.

To access Secure Systems Cut and paste URL or click [<here>](#)

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online

Figure 3–1. Secure Systems - Select <Login here>

The screenshot shows a login interface for "Secure Systems Single Sign On". The page has a blue header bar with the "User Login" title and links for "faq | help | search | home". The main area contains fields for "User ID" and "Password", both enclosed in input boxes. Below these fields is a link: "Forgot your password? Click the link to reset your password and for other useful information." At the bottom of the form are two buttons: "Login" and "Cancel".

Figure 3–2. Secure Systems Login page

Enter your Secure Systems User ID and Password (usually an M ID).

Continue through Secure Systems to the Main menu.

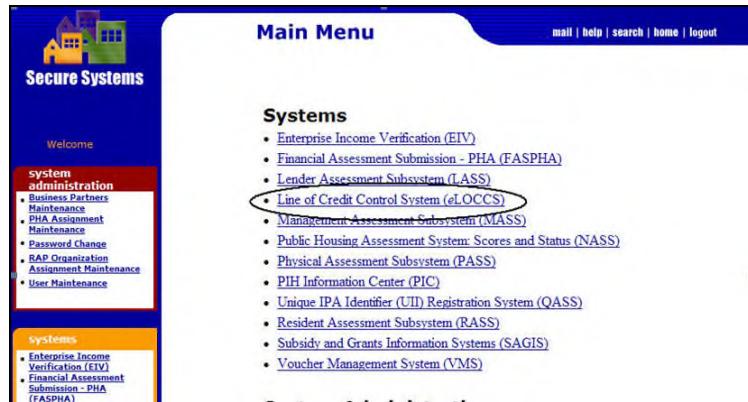


Figure 3–3. Secure Systems Menu page

Select the <Line of Credit Control Systems (eLOCCS) > link

If you do not have the eLOCCS link see your Coordinator to add system roles for link to display.

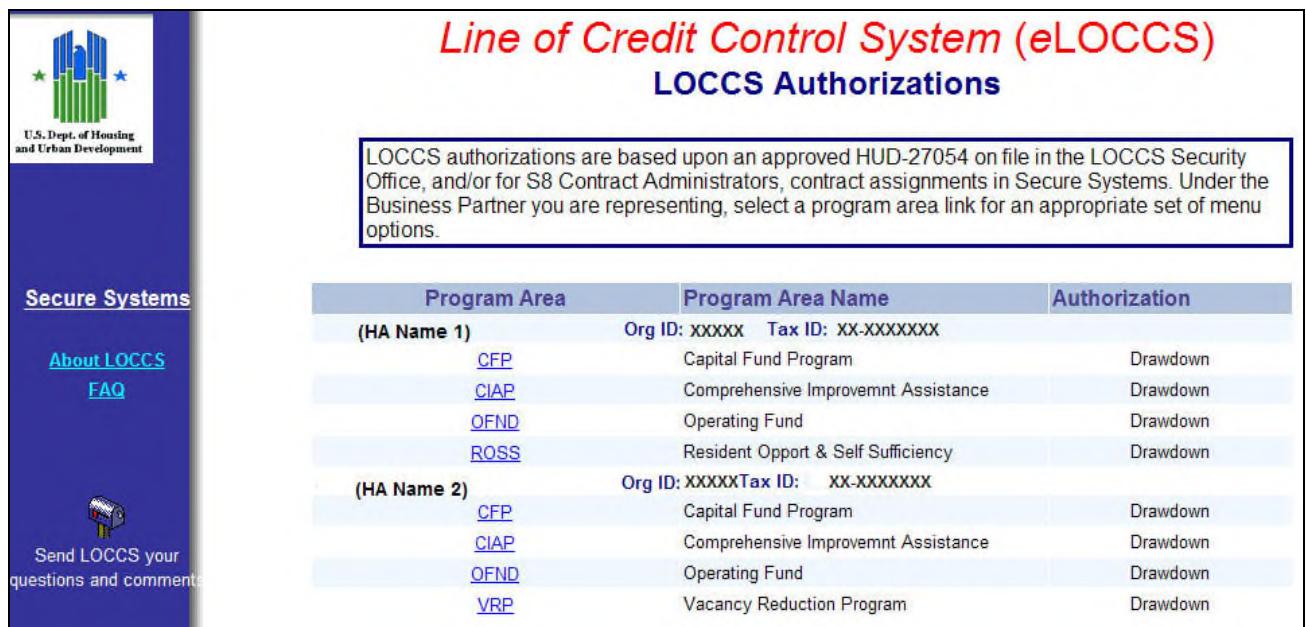
The image shows the 'Log In' screen for the 'Line of Credit Control System (eLOCCS)'. It features a blue header bar with the title in red. Below the header is a 'Log In' button. The main area contains fields for 'LOCCS User ID' and 'Password', each with an associated input box. A note below the fields provides instructions for logging in as an Approving Official. On the left side, there is a vertical sidebar with the 'Secure Systems' logo and a 'Help' link.

Figure 3–4. Log In with LOCCS User ID and Password

Enter your all numeric **LOCCS** User ID and Password.

3.2.2 Program Authorization

After a successful eLOCCS log in, the ‘LOCCS Authorizations’ page will display. This page summarizes a user’s Business Partner program area authority from the LOCCS registration Access Authorization HUD-27054 form. A user can represent several Business Partners/Tax ID organizations as seen in Figure 3–5. Select a program area to access the organization portfolio. Return to the ‘LOCCS Authorizations’ page to access a different organization.



The screenshot shows the eLOCCS Authorizations page. On the left, there's a sidebar with the U.S. Dept. of Housing and Urban Development logo, a 'Secure Systems' section, links to 'About LOCCS' and 'FAQ', and a 'Send LOCCS your questions and comments' button with an envelope icon. The main content area has a title 'Line of Credit Control System (eLOCCS) LOCCS Authorizations'. It contains a message about authorizations being based on HUD-27054 forms and lists program areas for two Housing Authorities (HA Name 1 and HA Name 2). The table structure is as follows:

Program Area	Program Area Name	Authorization
(HA Name 1)	Org ID: XXXXX Tax ID: XX-XXXXXXX	
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvement Assistance	Drawdown
OFND	Operating Fund	Drawdown
ROSS	Resident Opport & Self Sufficiency	Drawdown
(HA Name 2)	Org ID: XXXXX Tax ID: XX-XXXXXXX	
CFP	Capital Fund Program	Drawdown
CIAP	Comprehensive Improvement Assistance	Drawdown
OFND	Operating Fund	Drawdown
VRP	Vacancy Reduction Program	Drawdown

Figure 3–5. LOCCS Authorizations for Program Areas

4.0 eLOCCS SCREENS

4.0 eLOCCS SCREENS

eLOCCS supports a wide range of business partners including Public Housing Authorities (PHA), Section 8 Performance Based Contract Administrators (PBCA), Title II lenders, State, Cities and Non-profits. eLOCCS permits each business partner the ability to access program area screens, to manage and initiate drawdown requests against their HUD program portfolios. Depending on business partner and program areas authorized on the LOCCS 27054 form, eLOCCS will have

The majority of HUD programs fit into either two voucher request groups, ‘**Budget Line Item**’ (BLI) based or ‘**Grant**’ based. The primary difference is that the ‘BLI based’ grants have specific budget line items in which funds are drawn against whereas ‘grant based’ funds are drawn at the grant level. Both groups share similar core eLOCCS screens with subtle differences. *Section 4.1* describes core eLOCCS screens examples that are BLI based. *Section 4.2* describes the differences in processing for grant based programs.

4.1 Core eLOCCS Screens

A variety of information is available through eLOCCS menu options. Menu options may vary depending upon a user’s program area authority. Figure 4–1 shows an example of an eLOCCS main menu page in which the ‘Capital Fund Program’ (CFP) was selected from the eLOCCS Authorizations page.

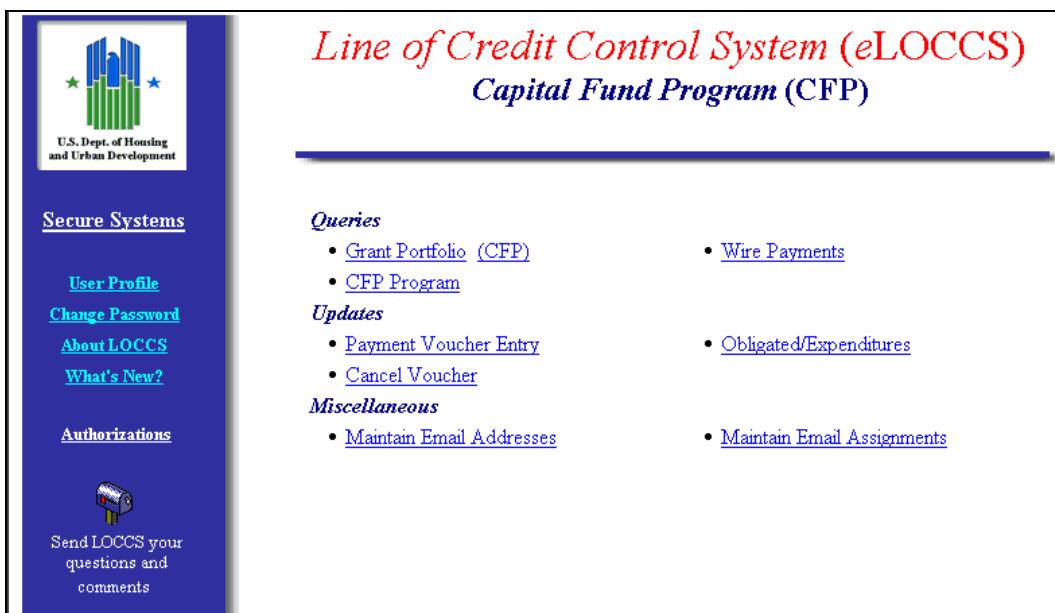


Figure 4–1. eLOCCS Main Menu

The left sidebar of the eLOCCS main menu page provides the user with the several options as described in the table that follows.

The Navigation Pane (sidebar) contains several useful links:

Secure Systems – Returns to the Secure Systems Main Menu.

User Profile – Displays user information, roles assigned, and eLOCCS HUD-27054 authority access level.

Change Password – Provides the option to change a password prior to the every 60 days change password prompt in eLOCCS.

About eLOCCS – Displays basic eLOCCS information, hours of operation, points of contact, etc.

FAQ – Links to a frequently asked questions page.

Authorizations – Returns to the eLOCCS Authorizations screen.

Mailbox – Provides a link to send questions and comments through an eLOCCS electronic mailbox.

4.1.1 Navigation Trail Hyperlinks

As a user navigates within eLOCCS screens, a navigation trail provides quick access to a previous page. Figure 4-2. It is strongly recommended to not use the internet back browser button to maintain current eLOCCS data.

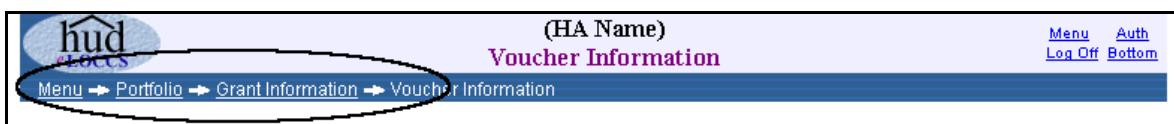


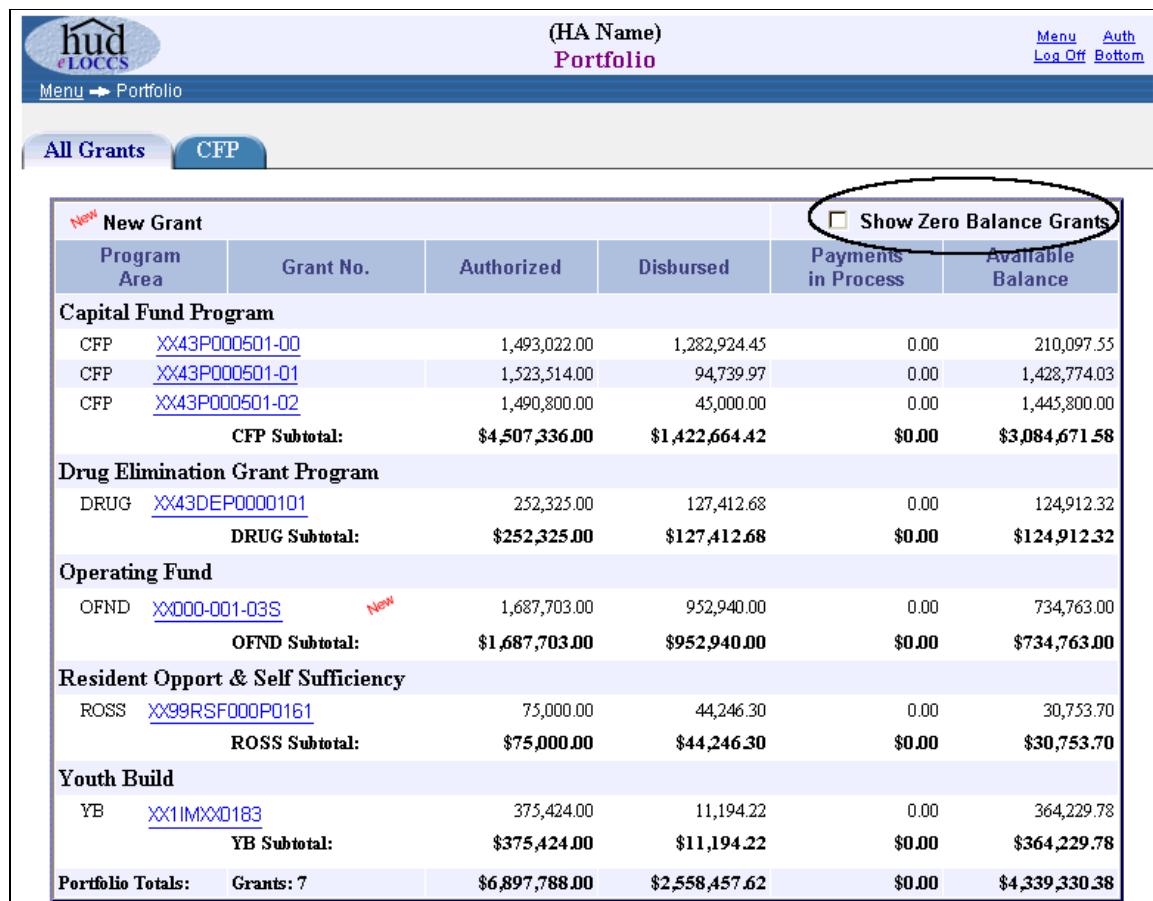
Figure 4-2. Navigation Trail Hyperlinks

4.1.2 Queries

4.1.2.1 Grant Portfolio

The Grant ‘Portfolio’ (Figure 4–3) lists funding information of ‘All Grants’ by program area authorized for the user. The page offers a budget snapshot of grant information with available balances including any new grants that have been assigned to the Portfolio within the past 30 days. A “New” icon will be displayed next to the grant number for 30 days. Depending upon whether the grant is awaiting the program office to spread the initial budget, the available balance amount may be zero.

Above the column headings on the right is a check box indicating ‘Show Zero Balance Grants’. To view grants with zero balances, mark the check box and eLOCCS will automatically load any grants with zero available balances on the grant ‘Portfolio’ page. To return to the original grant portfolio balance amounts, simply deselect the check box.



(HA Name) Portfolio						Menu	Auth	
						Log Off	Bottom	
All Grants		CFP						
New Grant						<input type="checkbox"/>	Show Zero Balance Grants	
Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance			
Capital Fund Program								
CFP	XX43P000501-00	1,493,022.00	1,282,924.45	0.00	210,097.55			
CFP	XX43P000501-01	1,523,514.00	94,739.97	0.00	1,428,774.03			
CFP	XX43P000501-02	1,490,800.00	45,000.00	0.00	1,445,800.00			
CFP Subtotal:		\$4,507,336.00	\$1,422,664.42	\$0.00	\$3,084,671.58			
Drug Elimination Grant Program								
DRUG	XX43DEP0000101	252,325.00	127,412.68	0.00	124,912.32			
DRUG Subtotal:		\$252,325.00	\$127,412.68	\$0.00	\$124,912.32			
Operating Fund								
OFND	XX000-001-03S	1,687,703.00	952,940.00	0.00	734,763.00			
OFND Subtotal:		\$1,687,703.00	\$952,940.00	\$0.00	\$734,763.00			
Resident Opport & Self Sufficiency								
ROSS	XX99RSF000PD161	75,000.00	44,246.30	0.00	30,753.70			
ROSS Subtotal:		\$75,000.00	\$44,246.30	\$0.00	\$30,753.70			
Youth Build								
YB	XX1IMXXD183	375,424.00	11,194.22	0.00	364,229.78			
YB Subtotal:		\$375,424.00	\$11,194.22	\$0.00	\$364,229.78			
Portfolio Totals:	Grants: 7	\$6,897,788.00	\$2,558,457.62	\$0.00	\$4,339,330.38			

Figure 4–3. Grant Portfolio

To view additional information on a grant, click the appropriate hyperlink and the Grant Information page (Figure 4–4) will display with the ‘General’ tab set as default along with optional tabs depending on the grant selected. At a minimum, the ‘General’ and ‘Voucher’ tabs will appear for each grant. The ‘General’ tab details organizational information, contract dates, and funding information specific to that grant. Figure 4–4 is an example of a ‘Grant (Portfolio) Information’ page with the ‘General’ default tab selected.

(HA Name)
Grant Information

Menu → Portfolio → Grant Information

Grant: XX-XXXXXX (CFP) Capital Fund Program

General Budget Vouchers Obl/Exp

Contractual Organization: (HA Name) (HA Address)	Contract Dates Original Verify: 06-08-2006 Obligation Start: 07-18-2006 Obligation End: 07-17-2008 Disbursement End: 07-17-2010	Funding Authorized: 450,567.00 Disbursed: 70,000.00 In process: 0.00 Balance: 380,567.00 Collections: 0.00
Payee Organization: - same as contractual- Region: 02 Office: 06 VRS No: XXX-XXXXXX		

Contract Status:

- Late Obligated/Expenditure information! Drawdowns suspended!!

Figure 4–4. Grant (Portfolio) Information

The following two figures illustrate ‘Budget’ tab screen information for the selected grant. There is a dropdown for the “Disbursed” heading to display additional detail.

(HA Name)
Grant Information

Menu → Portfolio → Grant Information

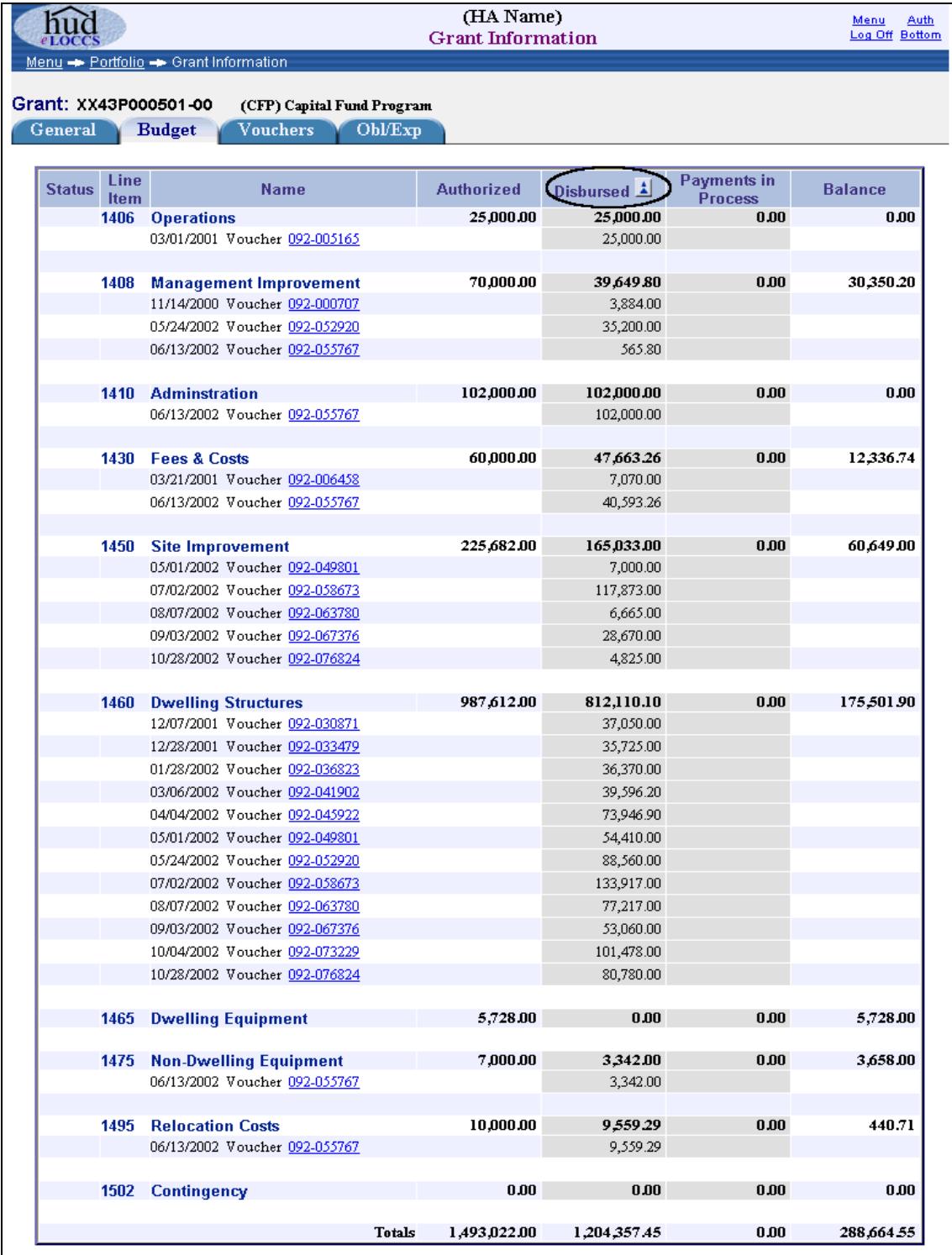
Grant: XX43P000501-00 (CFP) Capital Fund Program

General Budget Vouchers Obl/Exp

Status	Line Item	Name	Authorized	Disbursed	Payments in Process	Balance
1406	Operations		25,000.00	25,000.00	0.00	0.00
1408	Management Improvement		70,000.00	39,649.80	0.00	30,350.20
1410	Administration		102,000.00	102,000.00	0.00	0.00
1430	Fees & Costs		60,000.00	47,663.26	0.00	12,336.74
1450	Site Improvement		225,682.00	165,033.00	0.00	60,649.00
1460	Dwelling Structures		987,612.00	812,110.10	0.00	175,501.90
1465	Dwelling Equipment		5,728.00	0.00	0.00	5,728.00
1475	Non-Dwelling Equipment		7,000.00	3,342.00	0.00	3,658.00
1495	Relocation Costs		10,000.00	9,559.29	0.00	440.71
1502	Contingency		0.00	0.00	0.00	0.00
Totals		1,493,022.00	1,204,357.45	0.00	288,664.55	
Actual Available Balance (Less Undisbursable BLIs)						

Figure 4–5. Budget Tab by BLI

4.0 eLOCCS Screens



The screenshot shows the eLOCCS software interface. At the top left is the HUD eLOCCS logo. In the center, it says '(HA Name) Grant Information'. On the right, there are links for 'Menu', 'Log Off', and 'Auth Bottom'. Below this, a blue header bar displays 'Grant: XX43P000501-00 (CFP) Capital Fund Program' and tabs for 'General', 'Budget' (which is selected), 'Vouchers', and 'Obl/Exp'. The main content area is a table showing budget details. The columns are: Status, Line Item, Name, Authorized, Disbursed (with a circled upward arrow icon), Payments in Process, and Balance. The table lists various budget categories with their respective amounts and voucher details.

Status	Line Item	Name	Authorized	Disbursed 	Payments in Process	Balance
	1406	Operations	25,000.00	25,000.00	0.00	0.00
		03/01/2001 Voucher 092-005165		25,000.00		
	1408	Management Improvement	70,000.00	39,649.80	0.00	30,350.20
		11/14/2000 Voucher 092-000707		3,884.00		
		05/24/2002 Voucher 092-052920		35,200.00		
		06/13/2002 Voucher 092-055767		565.80		
	1410	Administration	102,000.00	102,000.00	0.00	0.00
		06/13/2002 Voucher 092-055767		102,000.00		
	1430	Fees & Costs	60,000.00	47,663.26	0.00	12,336.74
		03/21/2001 Voucher 092-006458		7,070.00		
		06/13/2002 Voucher 092-055767		40,593.26		
	1450	Site Improvement	225,682.00	165,033.00	0.00	60,649.00
		05/01/2002 Voucher 092-049801		7,000.00		
		07/02/2002 Voucher 092-058673		117,873.00		
		08/07/2002 Voucher 092-063780		6,665.00		
		09/03/2002 Voucher 092-067376		28,670.00		
		10/28/2002 Voucher 092-076824		4,825.00		
	1460	Dwelling Structures	987,612.00	812,110.10	0.00	175,501.90
		12/07/2001 Voucher 092-030871		37,050.00		
		12/28/2001 Voucher 092-033479		35,725.00		
		01/28/2002 Voucher 092-036823		36,370.00		
		03/06/2002 Voucher 092-041902		39,596.20		
		04/04/2002 Voucher 092-045922		73,946.90		
		05/01/2002 Voucher 092-049801		54,410.00		
		05/24/2002 Voucher 092-052920		88,560.00		
		07/02/2002 Voucher 092-058673		133,917.00		
		08/07/2002 Voucher 092-063780		77,217.00		
		09/03/2002 Voucher 092-067376		53,060.00		
		10/04/2002 Voucher 092-073229		101,478.00		
		10/28/2002 Voucher 092-076824		80,780.00		
	1465	Dwelling Equipment	5,728.00	0.00	0.00	5,728.00
	1475	Non-Dwelling Equipment	7,000.00	3,342.00	0.00	3,658.00
		06/13/2002 Voucher 092-055767		3,342.00		
	1495	Relocation Costs	10,000.00	9,559.29	0.00	440.71
		06/13/2002 Voucher 092-055767		9,559.29		
	1502	Contingency	0.00	0.00	0.00	0.00
		Totals	1,493,022.00	1,204,357.45	0.00	288,664.55

Figure 4–6. Budget Tab with BLI/Voucher Detail

Clicking the ‘Voucher’ tab lists general voucher information for a particular grant. A voucher number can be selected to retrieve additional detail about that voucher (Figure 4–7). Click the double arrow detail icon on the ‘Amount’ column header to display an itemized BLI breakdown by voucher. To return to the previous level, click the up icon .

The screenshot shows the eLOCCS Grant Information interface. At the top, there's a logo for 'hud eLOCCS', the title '(HA Name) Grant Information', and navigation links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. Below this, a breadcrumb trail shows 'Menu → Portfolio → Grant Information'. The main area displays a table titled 'Grant: XX43P000501-00 (CFP) Capital Fund Program'. The table has tabs for 'General', 'Budget', 'Vouchers' (which is selected and highlighted in blue), and 'Obl/Exp'. The table itself has a header row with columns: 'Paid' (checkbox checked), 'Voucher No.', 'Status', 'Entered', 'Amount' (with a circled double arrow detail icon), 'Schedule No.', and 'Est Deposit Date'. There are 16 data rows, each containing a number from 1 to 16, a voucher number, a checkmark in the status column, an entered date, an amount, a schedule number, and an estimated deposit date.

Paid	Voucher No.	Status	Entered	Amount	Schedule No.	Est Deposit Date
1	092-076824	✓	10-28-2002 by e. User	85,605.00	LH9334	10/30/2002
2	092-073229	✓	10-04-2002 by e. User	101,478.00	LH9281	10/08/2002
3	092-067376	✓	09-03-2002 by e. User	81,730.00	LH9183	09/05/2002
4	092-063780	✓	08-07-2002 by e. User	83,882.00	LH9108	08/09/2002
5	092-058673	✓	07-02-2002 by e. User	251,790.00	LH9018	07/05/2002
6	092-055767	✓	06-13-2002 by e. User	156,060.35	LH8962	06/17/2002
7	092-052920	✓	05-24-2002 by e. User	123,760.00	LH8910	05/29/2002
8	092-049801	✓	05-01-2002 by e. User	61,410.00	LH8851	05/03/2002
9	092-045922	✓	04-04-2002 by e. User	73,946.90	LH8773	04/08/2002
10	092-041902	✓	03-06-2002 by e. User	39,596.20	LH8687	03/08/2002
11	092-036823	✓	01-28-2002 by e. User	36,370.00	LH8578	01/30/2002
12	092-033479	✓	12-28-2001 by e. User	35,725.00	LH8521	01/02/2002
13	092-030871	✓	12-07-2001 by e. User	37,050.00	LH8468	12/11/2001
14	092-006458	✓	03-21-2001 by e. User	7,070.00	LH7734	03/23/2001
15	092-005165	✓	03-01-2001 by e. User	25,000.00	LH7683	03/05/2001
16	092-000707	✓	11-14-2000 by e. User	3,884.00	LH7378	11/16/2000

Figure 4–7. Voucher Tab

Depending upon the Program Area and grant selected, the Obligated/Expenditures (Obl/Exp) tab may or may not be visible. The Obl/Exp query applies only to CFP, COMP CIAP, and URP. The Obl/Exp query tab supplies important historical information for the grant by reporting period (Figure 4–8).

4.0 eLOCCS Screens

(HA Name)
Grant Information

Menu Auth
Log Off Bottom

Menu → Portfolio → Grant Information

Grant: XX43P000501-00 (CFP) Capital Fund Program

General Budget Vouchers **Obl/Exp**

Obligation Start: 10-01-2000 ► Obligation End: 09-30-2002

Reporting Period	Reported On	Reported By	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended
09-30-2000	10-31-2000	eLOCCS User	1,493,022.00	3,884.00	0.00	3,884.00 0%
12-31-2000	02-20-2001	eLOCCS User	1,493,022.00	5,760.00	0%	3,884.00 5,757.00 148%
03-31-2001	05-04-2001	eLOCCS User	1,493,022.00	89,560.00	5%	35,954.00 36,042.00 100%
06-30-2001	07-18-2001	eLOCCS User	1,493,022.00	89,560.00	5%	35,954.00 71,317.00 198%
09-30-2001	10-30-2001	eLOCCS User	1,493,022.00	1,305,364.00	87%	35,954.00 102,748.00 285%
12-31-2001	03-05-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	108,729.00 222,978.00 205%
03-31-2002	05-07-2002	HUD Staff	1,493,022.00	1,493,022.00	100%	184,695.20 472,061.00 255%
06-30-2002	07-18-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	599,872.45 869,796.54 144%
►09-30-2002	10-28-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	1,017,274.45 869,796.54 85%
10-31-2002	11-26-2002	eLOCCS User	1,493,022.00	343.00	0%	1,204,357.45 34.00 0%
11-30-2002	Awaiting Grantee Update					

Figure 4–8. Obl/Exp Tab

4.1.2.2 Program Portfolio

A user may view a specific program area by clicking the Program Area tab (“CFP”) next to the ‘All Grants’ tab (Figure 4–9). The program area on the tab is based on the user’s program area selection when initially accessing eLOCCS (Figure 4–1). In Figure 4–9 , only CFP grants are displayed because this is the program area selected at the authorizations page access point.

(HA Name)
Portfolio

Menu Auth
Log Off Bottom

Menu → Portfolio

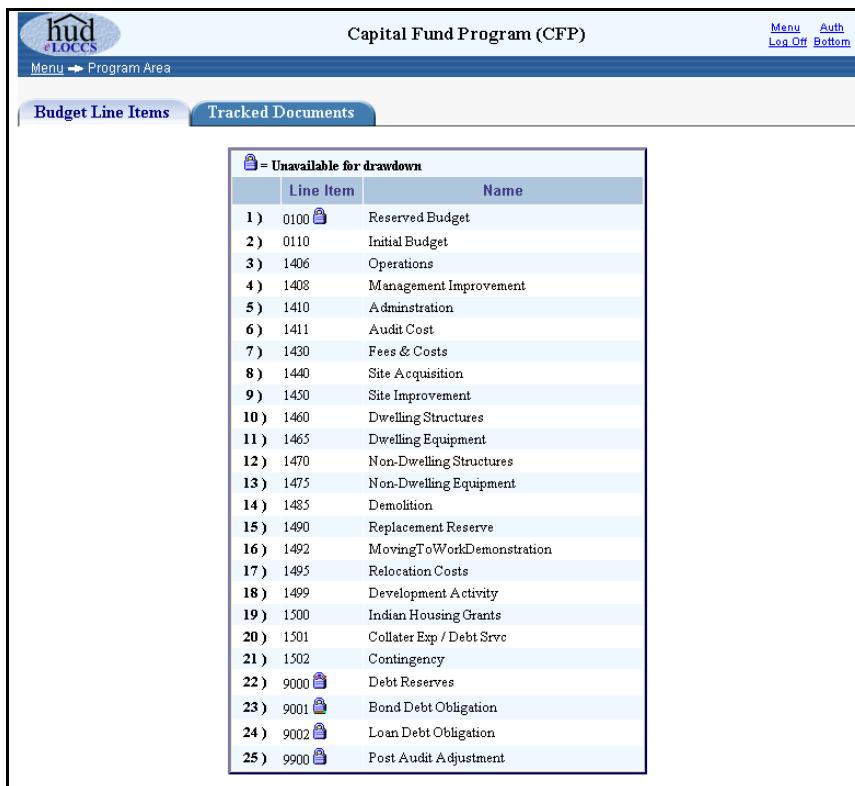
All Grants **CFP**

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
CFP	<u>XX43P000501-00</u>	1,493,022.00	1,282,924.45	0.00	210,097.55
CFP	<u>XX43P000501-01</u>	1,523,514.00	94,739.97	0.00	1,428,774.03
CFP	<u>XX43P000501-02</u>	1,490,800.00	45,000.00	0.00	1,445,800.00
Portfolio Totals:	Grants: 3	\$4,507,336.00	\$1,422,664.42	\$0.00	\$3,084,671.58

Figure 4–9. Program Portfolio

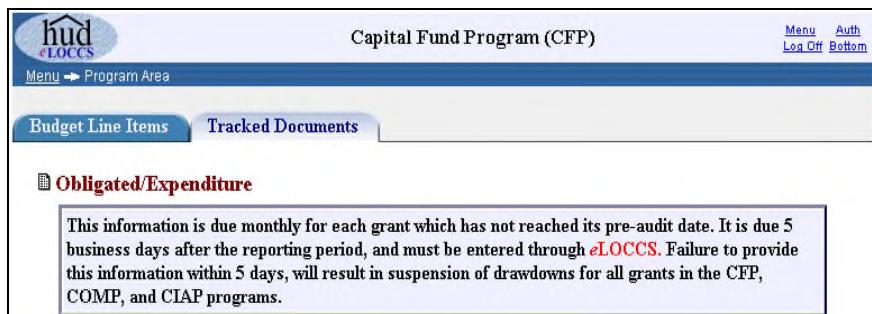
4.1.2.3 Program Specific Information

The program-specific information hyperlink on the eLOCCS main menu provides useful information about a particular program. The program area hyperlink is determined at the eLOCCS authorizations page access point. Figure 4–10 shows two tabs that supply information relative to the CFP grant: a ‘Budget Line Item’ chart under the Budget Line Items tab and a message about a HUD requirement under the ‘Tracked Documents’ tab (Figure 4–11).



Budget Line Items		
Tracked Documents		
■ = Unavailable for drawdown		
	Line Item	Name
1)	0100	Reserved Budget
2)	0110	Initial Budget
3)	1406	Operations
4)	1408	Management Improvement
5)	1410	Administration
6)	1411	Audit Cost
7)	1430	Fees & Costs
8)	1440	Site Acquisition
9)	1450	Site Improvement
10)	1460	Dwelling Structures
11)	1465	Dwelling Equipment
12)	1470	Non-Dwelling Structures
13)	1475	Non-Dwelling Equipment
14)	1485	Demolition
15)	1490	Replacement Reserve
16)	1492	MovingToWorkDemonstration
17)	1495	Relocation Costs
18)	1499	Development Activity
19)	1500	Indian Housing Grants
20)	1501	Collater Exp / Debt Srvc
21)	1502	Contingency
22)	9000	Debt Reserves
23)	9001	Bond Debt Obligation
24)	9002	Loan Debt Obligation
25)	9900	Post Audit Adjustment

Figure 4–10. Program Specific BLI Tab

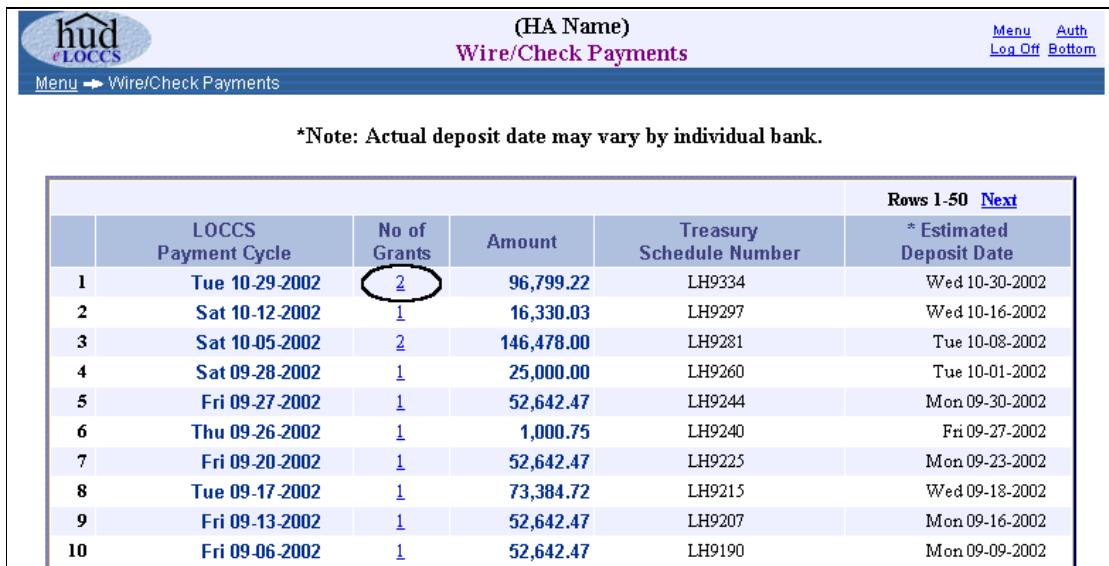


Budget Line Items		
Tracked Documents		
■ Obligated/Expenditure		
This information is due monthly for each grant which has not reached its pre-audit date. It is due 5 business days after the reporting period, and must be entered through eLOCCS. Failure to provide this information within 5 days, will result in suspension of drawdowns for all grants in the CFP, COMP, and CIAP programs.		

Figure 4–11. Program-Specific Tracked Documents Tab

4.1.2.4 Wire Payments/Check Payments

The ‘Wire/Check Payments’ option displays daily summaries of wire/check payments made to the Business Partner. To reduce the number of records displayed, the page defaults to the last 50 payments. A ‘Next’ hyperlink is available at the top column header and bottom of the table to select the next 50 rows (Figure 4–12).



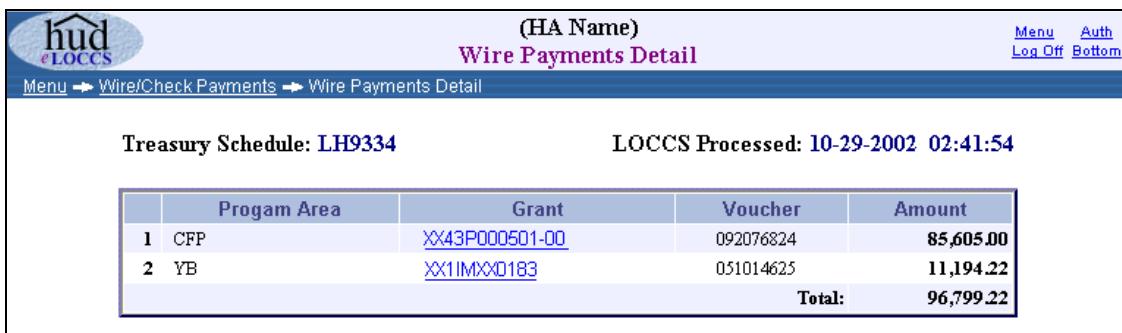
The screenshot shows the eLOCCS Wire/Check Payments page. At the top, there is a logo for 'hud eLOCCS' and navigation links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. Below the header, a note states: '*Note: Actual deposit date may vary by individual bank.' The main content is a table with the following columns: LOCCS Payment Cycle, No of Grants, Amount, Treasury Schedule Number, and * Estimated Deposit Date. The table contains 10 rows of data, with row 2 circled in blue.

	LOCCS Payment Cycle	No of Grants	Amount	Treasury Schedule Number	* Estimated Deposit Date
1	Tue 10-29-2002	2	96,799.22	LH9334	Wed 10-30-2002
2	Sat 10-12-2002	1	16,330.03	LH9297	Wed 10-16-2002
3	Sat 10-05-2002	2	146,478.00	LH9281	Tue 10-08-2002
4	Sat 09-28-2002	1	25,000.00	LH9260	Tue 10-01-2002
5	Fri 09-27-2002	1	52,642.47	LH9244	Mon 09-30-2002
6	Thu 09-26-2002	1	1,000.75	LH9240	Fri 09-27-2002
7	Fri 09-20-2002	1	52,642.47	LH9225	Mon 09-23-2002
8	Tue 09-17-2002	1	73,384.72	LH9215	Wed 09-18-2002
9	Fri 09-13-2002	1	52,642.47	LH9207	Mon 09-16-2002
10	Fri 09-06-2002	1	52,642.47	LH9190	Mon 09-09-2002

Figure 4–12. Wire/Check Payments

4.1.2.4.1 Wire Payments Detail

Select a hyperlink in the ‘No of Grants’ column on the Wire/Check Payments page to view the ‘Wire-Check Payments Detail’. The LOCCS disbursements made on the selected Payment Cycle date appear on this page as illustrated in the figure below.



The screenshot shows the eLOCCS Wire Payments Detail page. At the top, there is a logo for 'hud eLOCCS' and navigation links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. Below the header, it displays 'Treasury Schedule: LH9334' and 'LOCCS Processed: 10-29-2002 02:41:54'. The main content is a table with the following columns: Program Area, Grant, Voucher, and Amount. The table contains 2 rows of data.

	Program Area	Grant	Voucher	Amount
1	CFP	XX43P000501-00	092076824	85,605.00
2	YB	XX1IMXX0183	051014625	11,194.22
Total:				96,799.22

Figure 4–13. Wire Payments Detail

4.1.3 Updates

4.1.3.1 Payment Voucher Entry

The ‘Payment Voucher Selection’ page allows grantees the ability to select and request all their voucher payments at once. Depending on the user’s program area authority, all available grants in all program areas in which the user has drawdown authority are selected and displayed with a check box next to the grant number (Figure 4–14).

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Capital Fund Program					
CFP	<input checked="" type="checkbox"/> XX29P000501-01	4,756,372.00	2,002,179.11	60,126.59	2,694,066.30
CFP	<input checked="" type="checkbox"/> XX29P000501-02	4,659,213.00	0.00	0.00	4,659,213.00
CFP	<input type="checkbox"/> XX29R000501-00	614,281.00	0.00	0.00	614,281.00
CFP	<input type="checkbox"/> XX29R000501-01	626,836.00	0.00	0.00	626,836.00
CFP	<input type="checkbox"/> XX29R000501-02	613,583.00	0.00	0.00	613,583.00
Drug Elimination Grant Program					
DRUG	<input type="checkbox"/> XX29DEP0000100	626,696.00	578,776.28	0.00	47,919.72
DRUG	<input type="checkbox"/> XX29DEP0000101	688,673.00	524,261.95	0.00	164,411.05
DRUG	<input checked="" type="checkbox"/> XX29DEP0000198	785,200.00	785,199.96	0.00	.04
• Drawdowns suspended due to a pre-audit status for this grant.					
Operating Fund					
OFND	<input type="checkbox"/> XX00100003S	3,023,564.00	0.00	0.00	3,023,564.00
Public Housing Development Grants					
PDEV	<input type="checkbox"/> XX29P000044	1,000,000.00	23,600.30	0.00	976,399.70
Resident Opport & Self Sufficiency					
ROSS	<input type="checkbox"/> XX01RSV000P0101	55,993.00	46,507.37	0.00	9,485.63
Urban Revitalization Program(Hope6)					
URP	<input type="checkbox"/> XX29URD0000196	21,552,000.00	17,124,074.48	10,957.28	4,416,968.24

Submit | Reset | Cancel |

Figure 4–14. Payment Voucher Selection

If a grant has an available balance, but eLOCCS determines the grant is unavailable for drawdown, the check box is replaced with a lock icon . An explanation will appear directly below the grant stating why the grant is locked.

To perform a drawdown, mark the desired check boxes next to the grant and click the ‘Submit’ button for *e*LOCCS processing. *e*LOCCS will then display these vouchers in succession, and the appropriate budget line information will appear for each one.

If multiple grants were selected on the ‘Voucher Selection’ page, the ‘Next Payment’ button and related grant number appear at the bottom of the page (Figure 4–15). Clicking on the ‘Next Payment’ button displays the next HUD-50080 voucher form for that grant. The current voucher will be skipped for processing.

*e*LOCCS automatically totals the voucher as each Budget Line Item (BLI) amount is entered. A negative BLI amount cannot be entered against an available drawdown balance.

After BLI drawdown amounts fields have been populated, click the ‘Submit’ button and one of the following results will be returned:

- The voucher request is accepted and processed for payment,
- The voucher request is accepted but requires HUD review, or
- The voucher request is rejected and a reason is provided.

Figure 4–15 illustrates a payment voucher entry request of \$2,000 against the BLI 1408 Management Improvement account.

4.0 eLOCCS Screens

(HA Name)
Payment Voucher Entry

[Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)

[Menu](#) ➔ [Voucher Selection](#) ➔ [Voucher Entry](#)

eLOCCS CFP Capital Fund Program Payment Voucher		U.S. Department of Housing and Urban Development Office of Public and Indian Housing																																									
<p>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.</p> <p>HUD implemented the Line of Credit Control System/Voice Response System (LOCSS/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.</p>																																											
1. Voucher Number 092_*****	2. LOCSS Pgmn Area CFP	3	4																																								
5. Voice Response No. XXXXX-92001	6. Grantee Organization (HA Name)																																										
8. Grant or Project No. XX39P00050100	6a. Grantee Organization TIN XX-0004034																																										
<table border="1"> <thead> <tr> <th>BLI</th> <th>Name</th> <th>Authorized</th> <th>Available Drawdown Balance</th> <th>BLI Drawdown Amount</th> </tr> </thead> <tbody> <tr> <td>1408</td> <td>Management Improvement</td> <td>182,614.35</td> <td>3,230.47</td> <td>2,000.00</td> </tr> <tr> <td>1410</td> <td>Administration</td> <td>187,719.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>1430</td> <td>Fees & Costs</td> <td>45,104.65</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>1450</td> <td>Site Improvement</td> <td>41,780.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>1460</td> <td>Dwelling Structures</td> <td>1,419,977.00</td> <td>59,600.03</td> <td>0.00</td> </tr> <tr> <td>1502</td> <td>Contingency</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td align="right" colspan="2">Total:</td> <td>1,877,195.00</td> <td>62,830.50</td> <td>2,000.00</td> </tr> </tbody> </table>				BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount	1408	Management Improvement	182,614.35	3,230.47	2,000.00	1410	Administration	187,719.00	0.00	0.00	1430	Fees & Costs	45,104.65	0.00	0.00	1450	Site Improvement	41,780.00	0.00	0.00	1460	Dwelling Structures	1,419,977.00	59,600.03	0.00	1502	Contingency	0.00	0.00	0.00	Total:		1,877,195.00	62,830.50	2,000.00
BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount																																							
1408	Management Improvement	182,614.35	3,230.47	2,000.00																																							
1410	Administration	187,719.00	0.00	0.00																																							
1430	Fees & Costs	45,104.65	0.00	0.00																																							
1450	Site Improvement	41,780.00	0.00	0.00																																							
1460	Dwelling Structures	1,419,977.00	59,600.03	0.00																																							
1502	Contingency	0.00	0.00	0.00																																							
Total:		1,877,195.00	62,830.50	2,000.00																																							
<p>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.</p>																																											
11. Name & Phone Number of Person completing this form eLOCCS User	12. Name & Title of Authorized Signatory																																										
	13. Signature	14. Date of Request 11-27-2002																																									
<p>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 (LOCSS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCSS 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 LOCSS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCSS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.</p>																																											
form HUD-50080-CFP-a (4/2000)																																											
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>																																											
<input type="button" value="Next Payment"/> (CFP Grant Number)																																											

Figure 4-15. Payment Voucher Entry

4.0 eLOCCS Screens

Figure 4–16 illustrates a screen stating the voucher request has been accepted and approved for payment.

(HA Name)
Payment Voucher Entry

Menu Auth
Log Off Bottom

eLOCCS
CFP Capital Fund Program
Payment Voucher

U.S. Department of Housing and Urban Development
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. Once 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 092-079183	2. LOCCS Program Area CFP	3.	4.
5. Voice Response No. XXXXX-92001	6. Grantee Organization (HA Name)		
8. Grant or Project No. XX39P00050100	9. Grantee Organization TIN XX-0004034		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1408	Management Improvement	182,614.35	181,383.88	1,230.47	2,000.00
Total:		182,614.35	181,383.88	1,230.47	2,000.00

I certify the data reported and funds reported 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 eLOCCS User	12. Name & Title of Authorized Signatory
13. Signature	14. Date of Request 11-27-2002

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (38 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 HUB-50000-CFP-a (4/2000)

This Payment Request was **APPROVED..**

A payment of **\$2,000.00** should be deposited in your account on **Monday December 02, 2002**. Please print this request, and retain for your records.

Menu Next Payment (CFP **Grant Number**)

Figure 4–16. Payment Voucher – Approved Confirmation

4.1.3.2 Cancel a Voucher

Users who have the authority to create a voucher request can cancel that request prior to LOCCS payment. The ‘Cancel Voucher’ option is accessed through the main menu. When this option is selected, eLOCCS will display any outstanding vouchers that may be canceled (Figure 4–17).

Program Area	Grant No.	Voucher No.	Entered	Amount	Action
Capital Fund Program					
CFP	XX39P000501-00	092-081588	11-25-2002 by [redacted]	691.40	<input type="checkbox"/>
CFP	XX39P000501-00	092-081590	11-25-2002 by [redacted]	100,203.98	<input type="checkbox"/>
CFP	XX39P000501-02	092-081816	12-02-2002 by [redacted]	2,000.00	<input type="checkbox"/>
Drug Elimination Grant Program					
DRUG	XX39DEP0000100	018-152464	12-02-2002 by [redacted]	1,000.00	<input type="checkbox"/>

Figure 4–17. Cancel Voucher Selection

Select the cancel button icon and a screen with a text box will be displayed for entering a reason to cancel the voucher (Figure 4–18). After entering the reason, click the ‘Submit’ button and the selected voucher will be canceled. Another voucher may now be entered against the grant, if needed.

Voucher No:	092-081816	eLOCCS Entered by:	Miscellaneous User Name on 12-02-2002 at 15:41 EST
Amount:	\$2,000.00		
Status:	awaiting payment		
BLI	Line Item Name	Amount	
1408	Management Improvement	2,000.00	
	Total:	2,000.00	

Cancel reason:
Incorrect Grant selected....

Submit | Reset | Menu

Figure 4–18. Cancel Voucher

4.1.3.3 Obligated/Expenditure (Programs)

PIH programs such as CFP, COMP, and URP require the business partner to provide monthly obligated and expended information in eLOCCS. This information represents the amount of HUD funds they have received and that have been obligated and/or expended.

The Obligated/Expenditure link is a program specific function. In order for it to appear in the eLOCCS main menu a related program area must be chosen from the eLOCCS authorization page after signing into eLOCCS.

To display the Obligated/Expenditure Status page, click on the Obligated/Expenditure link from the eLOCCS Main Menu. eLOCCS will list all programs with grants that require Obligated/Expenditure updating. If the reporting information is past due, a clock icon appears next to reporting period. By simply providing the obligated/expended reporting information the icon will go away. Users that are authorized to provide that information, the reporting period will become a hyperlink. Clicking on the link will allow entry of the information for that period (Figure 4–19).

If a Reporting Period date is a hyperlink (underlined), then clicking the date will allow you to update obligated/expenditure for that period. If there are multiple unreported periods, the earliest period must be reported 1st.

Provided		Past Due		Reporting Period	Due	LOCCS Authorized	Cumulative PHA Obligated	LOCCS Disbursed	Cumulative PHA Expended
Grant Number	Obligation End								
Capital Fund Program (CFP)									
XX43P000501-00	09-30-2002	<u>11-30-2002</u>	12-06-2002	\$1,493,022.00	- -	\$1,204,357.45	- -	- -	- -
XX43P000501-01	09-30-2003	<u>10-31-2002</u>	11-07-2002	\$1,523,514.00	- -	\$94,739.97	- -	- -	- -
		<u>11-30-2002</u>	12-06-2002	\$1,523,514.00	- -	\$94,739.97	- -	- -	- -
XX43P000501-02	07-10-2004	<u>11-30-2002</u>	12-06-2002	\$1,490,800.00	\$1,311,000.00 87%	\$45,000.00	\$0.00	0%	

Figure 4–19. Obligated/Expenditure Status

For convenience, a check box is provided to automatically use the previous figures if the prior reported amounts are the same as current reported amounts (Figure 4–20).

4.0 eLOCCS Screens

 (HA Name)
Obligated/Expenditure Update

Menu Auth
Log Off Bottom

Grant: XX43P000501-00 Capital Fund Program (CFP)

Reporting Period	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended
2002-11-30	1,523,514.00	1,523,514.00	94,739.97	154,535.87
2002-12-31	1,523,514.00	1,523,514.00 <input checked="" type="checkbox"/>	94,739.97	154,535.87 <input checked="" type="checkbox"/>

Mark the check boxes to duplicate the cumulative amounts from the previous period.

Submit Reset Cancel

Figure 4–20. Obligated/Expenditure Update

4.1.4 Miscellaneous

4.1.4.1 Maintain Email Addresses

A useful feature of *eLOCCS* is the ability to provide emails of LOCCS HUD changes that affect the funding of grants in a portfolio. These e-mails alert users when funding for the contract/grant has changed. The Business Partner maintains both the email distribution list and the LOCCS email that each user address will receive.

In order to update or maintain email addresses, users must be assigned the Secure Systems LOCCS role of ‘ADM - Administration’. With this role assigned, the *eLOCCS* menu options will display ‘Maintain Email Addresses’ and ‘Maintain Email Assignment’ hyperlinks on the *eLOCCS* main menu page.

Click on the ‘Maintain Email Addresses’ hyperlink to display an entry page with an upper and lower section (Figure 4–21). The upper section specifies the primary LOCCS email address for the Business Partner. This email address automatically receives all LOCCS email portfolio changes; no specific email assignment is necessary. For this reason, it is suggested that the primary email address be a generic email mailbox for the organization.

The screenshot shows the 'Maintain Email Addresses' page. At the top, there is a header with the 'hud eLOCCS' logo, the text '(HA Name)', and a 'Maintain Email Addresses' link. To the right are links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. Below the header, a message instructs the user to use the 'Update Primary' button to add/update the organization's primary email address and the 'Add Additional' button to add any additional email addresses. The 'Update Primary' section contains fields for 'Name : (HA Name)' and 'Email :'. A 'Update Primary' button is located at the bottom right of this section. The 'Additional Email Addresses' section has a header 'ADDITIONAL Email Addresses: (Click the name link to modify or delete)'. It contains a table with columns 'Name', 'Email', 'Phone', and 'Ext.'. One row is shown with the value '1' in the 'Name' column. A 'Add Additional' button is located at the bottom right of this section.

Figure 4–21. Maintain Email Addresses

To update the primary email address, click the ‘Update Primary’ button and enter the updated email information for the organization and select ‘Submit’ (Figure 4–22).

4.0 eLOCCS Screens

The screenshot shows a web-based application interface for updating primary email addresses. At the top, there's a logo for 'hud eLOCCS'. The main title is '(HA Name) Update Primary Email Address'. Below the title, a breadcrumb navigation shows 'Menu > Maintain Email Addresses > Update Primary Email Address'. On the right side of the header, there are links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. The main content area is titled 'UPDATE Primary Email Address:' and contains fields for 'Name : (HA Name)' and 'EMail : PHA_Name@Atlantic.net'. At the bottom of this section are 'Submit', 'Reset', and 'Cancel' buttons.

Figure 4–22. Update Primary Email Address

The bottom portion of the ‘Maintain Email Addresses’ page (Figure 4–21) provides an area for adding, deleting, and updating any number of additional email addresses for individuals in the organization (Figure 4–23 and Figure 4–24).

This screenshot shows the 'Update Email Address' section of the 'Maintain Email Addresses' page. The title is '(HA Name) Update Email Address'. The breadcrumb navigation shows 'Menu > Maintain Email Addresses > Update Email Address'. The main content area is titled 'Email Address DETAILS:' and contains fields for 'Name : John Henry', 'EMail : JohnH@Cableone.net', 'Tel.No.: 1231234567', and 'Ext. : 10'. At the bottom are 'Add', 'Reset', and 'Cancel' buttons.

Figure 4–23. Update Email Addresses

These additional email addresses will not automatically receive any email reports and therefore must be assigned a type of email by selecting the ‘Email Assignment’ option from the main menu (*Section 4.1.4.2, “Maintain Email Assignments”*). Select ‘Add Additional’ and enter the email information.

This screenshot shows the 'Maintain Email Addresses' page. The title is '(HA Name) Maintain Email Addresses'. The breadcrumb navigation shows 'Menu > Maintain Email Addresses'. A note at the top says: 'Use the Update Primary button to add/update your organizations primary email address. Use the Add Additional button to add any additional email addresses. Don't forget to assign these additional addresses, to a type of email from the Maintain Email Assignments option on the main menu.' The 'PRIMARY Email Address: (Primary receives ALL LOCCS Emails)' section contains 'Name : (HA Name)' and 'Email : PHA_Name@Atlantic.net', with an 'Update Primary' button. The 'ADDITIONAL Email Addresses: (Click the name link to modify or delete)' section lists one entry: '1 John Henry' with 'Email: JohnH@Cableone.net', 'Phone: (123)-123-4567', and 'Ext: 10'. An 'Add Additional' button is located at the bottom of this section.

Figure 4–24. Update Additional Email Addresses

4.1.4.2 Maintain Email Assignments

The Maintain Email Assignments page allows an Admin user to assign additional email addresses other than the primary email address to specific emails generated by LOCCS. A user has two options for email assignment: (1) ‘By Addressee’ and (2) ‘By Type of Email’. In Figure 4–25 the email type ‘By Addressee’ has been chosen.

Addressee	Email	Type of Email
1. John Henry	JohnH@Cableone.net	<input checked="" type="checkbox"/> Wire Payments Summary <input checked="" type="checkbox"/> Portfolio Action Summary <input type="checkbox"/> Debt Approval Notification <input type="checkbox"/> Debt Warning

Figure 4–25. Email by Addressee

If selecting ‘By Type of Email’ (Figure 4–26), individual types of email will appear as a hyperlink. Clicking on a hyperlink will display a description of the email and provide a sample email. In the example in Figure 4–26, selecting the check box after the addressee’s name, the ‘Wire Payments’ and ‘Portfolio Action Summary’ email types will be assigned to the user.

Type of Email	Addressee	Email
1. Wire Payments Summary	John Henry	<input checked="" type="checkbox"/> JohnH@Cableone.net
2. Portfolio Action Summary	John Henry	<input checked="" type="checkbox"/> JohnH@Cableone.net
3. Debt Approval Notification	John Henry	<input type="checkbox"/> JohnH@Cableone.net
4. Debt Warning	John Henry	<input type="checkbox"/> JohnH@Cableone.net

Figure 4–26. Email by Type

4.2 Grant Based Programs

4.2.1 Payment Voucher Entry

The eLOCCS system supports a range of HUD programs allowing the grantees the ability to manage and perform payment voucher requests against their program portfolios. As mentioned, another type of HUD program is ‘Grant based’ in which disbursement processing is at the grant level. An example of this grant accounting transaction is illustrated through n eLOCCS ‘Payment Voucher Entry’ request (Figure 4–27).

From the eLOCCS Main Menu page, select the ‘Payment Voucher Entry’ link to return the ‘Payment Voucher Selection’ page. Mark the checkbox next to the grant for draw and click Submit.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Fair Housing Assistance Program	FAIR <input type="checkbox"/> FH40XXXX	58,215.00	45,715.00	0.00	12,500.00
	FAIR <input checked="" type="checkbox"/> FH40XXXX	60,415.00	0.00	0.00	60,415.00

Figure 4–27. Grant Payment Voucher Selection

4.0 eLOCCS Screens

After this submittal, the ‘Payment Voucher Entry’ page is displayed to allow the grantee to indicate the requested funds. Note that the grantee only has one voucher line option at the grant level for requesting funds. In the example in Figure 4–28, \$5000 is entered. Since the program is grant based, eLOCCS will disburse and report funds at this accounting level.

 **<Business Partner>**
Payment Voucher Entry

Menu Log Off Bottom

eLOCCS
FAIR Fair Housing Assistance Program
Payment Voucher

U.S. Department of Housing
and Urban Development
Office of Fair Housing and Equal Opportunity

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 050-*****	2. LOCCS Pgm Area FAIR	3	4
5. Voice Response No. 12746-XXXX	6. Grantee Organization <Business Partner>		
8. Grant or Project No. FH400 XXXX	6a. Grantee Organization TIN <Tax ID>		
Name	Authorized	Available Drawdown Balance	Drawdown Amount
Grant Balance	60,415.00	60,415.00	5,000.00
Total:	60,415.00	60,415.00	5,000.00

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 <User Name>	12. Name & Title of Authorized Signatory
13. Signature	
14. Date of Request 02-16-2007	

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-FAIR-a (4/2000)

Submit Reset Cancel

Figure 4–28. Grant Voucher Entry

4.3 Shelter Plus Care (SPC) Program

4.3.1 SPC Components

‘Shelter Plus Care’ (SPC) is a Budget Line Item (BLI) based program area. SPC is unique in that the BLI based program is further grouped into three major program components:

- Sponsor-based Rental Assistance (SRA)
- Tenant-based Rental Assistance (TRA)
- Project-based Rental Assistance (PRA)

eLOCCS tracks each BLI component separately within that program area’s operating start date, term, and tenant information for an operating year. Since each component is tracked independently, eLOCCS requires a single voucher request at a time for each SRA, TRA or PRA budget line item. If the grantee requires a draw for more than one component on a given day, multiple voucher requests must be entered.



The normal eLOCCS voucher request is one grant per day. This is overridden for SPC, since its components are tracked separately.

For all three SPC components, eLOCCS captures unit and tenant information which is provided by the grantee during a draw. There are five types of unit and tenant categories for the grantee to select or update for a given draw period. If unit/tenant information has already been provided for the given component/period in a previous voucher, this information is not required to be submitted again by the grantee.

Descriptions and examples of the major SPC components are presented in sections that follow.

4.3.2 SPC Grant Portfolio

The ‘Grant Portfolio’ lists funding information of ‘All Grant’s by program area authorized for the user. The ‘Grant Portfolio’ page offers a budget snapshot of grant information with balance amounts including any new grants that have been assigned to the Portfolio within the past 30 days.

In addition to displaying grant information on the Grant Portfolio page, the SPC page displays a ‘Show Sponsor’ hyperlink that is unique to SPC program. The ‘Show Sponsor’ link will display all sub-grantee Sponsors linked to the grantee.

In the example below (Figure 4–29), clicking on the Shelter + Care ‘**Show Sponsors**’ link displays the names of the SPC sponsors. To ‘hide’ the sponsor names, click on ‘**Hide Sponsors**’.

4.0 eLOCCS Screens

SPC Sponsors are further described in *SPC Voucher Entry, Section 4.3.3.*

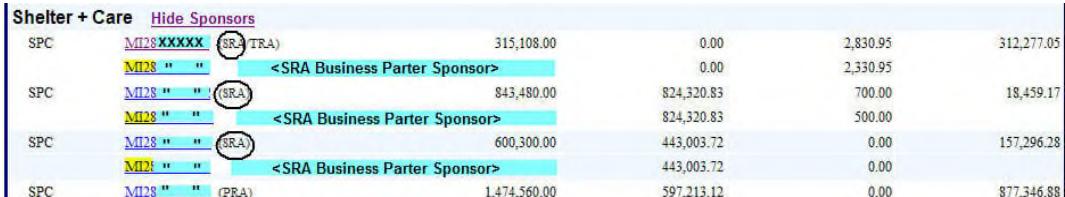


The screenshot shows the eLOCCS Business Partner Portfolio screen. At the top, there's a header with the HUD eLOCCS logo, a navigation bar with 'Menu' and 'Portfolio', and a top right corner with 'Auth', 'Log Off', and 'Bottom'. Below the header, there are tabs for 'All Grants' and 'SPC' (which is selected). The main area displays a table of grants categorized by program area. A checkbox labeled 'Show Zero Balance Grants' is checked. The table columns are: Program Area, Grant No., Authorized, Disbursed, Payments in Process, and Available Balance. The data includes:

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
Capital Advance Program					
CAP	121HD030	2,214,100.00	2,186,414.00	0.00	27,686.00
EDI Special Projects					
EDSI	B02SPMI0315	750,000.00	0.00	69,107.00	680,893.00
CPD's Integrated Disb & Inf System IDIS Vouchers					
IDIS	B04UC2-60003	6,543,000.00	5,468,990.33	0.00	1,074,009.67
IDIS	B05UC2-60003	6,225,637.00	0.00	0.00	6,225,637.00
IDIS	B06UC2-60003	5,634,469.00	0.00	0.00	5,634,469.00
IDIS	M01UC2-60213	2,979,000.00	2,474,846.17	0.00	504,153.83
IDIS	M02UC2-60213	2,974,000.00	1,149,823.17	0.00	1,824,176.83
IDIS	M03UC2-60213	2,225,817.00	334,680.70	0.00	1,891,136.30
IDIS	M04UC2-60213	2,478,734.00	257,410.82	0.00	2,221,323.18
IDIS	M05UC2-60213	2,212,275.00	5,850.99	0.00	2,206,424.01
IDIS	M06UC2-60213	2,042,162.00	0.00	0.00	2,042,162.00
IDIS	S05UC2-60003	239,315.00	0.00	0.00	239,315.00
IDIS	S06UC2-60003	239,464.00	0.00	0.00	239,464.00
IDIS Subtotal:		\$33,793,873.00	\$9,691,602.18	\$0.00	\$24,102,270.82
Special Needs Assistance					
SNAP	M128B302003	525,433.00	436,328.00	0.00	89,105.00
SNAP	M128B401009	443,940.00	400,145.16	0.00	43,794.84
SNAP	M128B501004	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	M128B501005	125,183.00	63,732.00	0.00	61,451.00
SNAP	M128B501009	443,940.00	166,333.00	0.00	277,607.00
SNAP	M128B501044	142,014.00	0.00	1,000.00	141,014.00
SNAP Subtotal:		\$2,073,583.00	\$1,255,932.16	\$10,543.00	\$807,107.84
Shelter + Care Show Sponsors					
SPC	M128C80-3000 (SRA TRA)	315,108.00	0.00	2,830.95	312,277.05
SPC	M128C80-2002 (SRA)	843,480.00	824,320.83	700.00	18,459.17
SPC	M128C90-2001 (SRA)	600,300.00	443,003.72	0.00	157,296.28
SPC	M128C97-0110 (PRA)	1,474,560.00	597,213.12	0.00	877,346.88
SPC	M128C97-0113 (PRA)	166,080.00	69,810.16	0.00	96,269.84
SPC	M128C97-0116 (SRA)	1,585,980.00	988,189.00	0.00	597,791.00
SPC Subtotal:		\$4,985,508.00	\$2,922,536.83	\$3,530.95	\$2,059,440.22
Portfolio Totals: Grants: 25		\$43,817,064.00	\$16,056,485.17	\$83,180.95	\$27,677,397.88

Figure 4–29. SPC Grant Portfolio

The names of Shelter + Care Business Partner Sponsors may be displayed (Figure 4–30).



The screenshot shows the eLOCCS Business Partner Portfolio screen, specifically the 'Shelter + Care' section. It lists several entries, each with a circled 'SRA' or 'PRA' indicator next to the sponsor name. The table columns are: Program Area, Grant No., Authorized, Disbursed, Payments in Process, and Available Balance. The data includes:

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
SPC	M128XXXX (SRA TRA)	315,108.00	0.00	2,830.95	312,277.05
SPC	M128 " " (SRA)	843,480.00	824,320.83	700.00	18,459.17
SPC	M128 " " (SRA)	843,480.00	824,320.83	500.00	18,459.17
SPC	M128 " " (SRA)	600,300.00	443,003.72	0.00	157,296.28
SPC	M128 " " (SRA)	600,300.00	443,003.72	0.00	157,296.28
SPC	M128 " " (PRA)	1,474,560.00	597,213.12	0.00	877,346.88

Figure 4–30. Displaying Names of Shelter Plus Care Sponsors

4.3.3 Shelter Plus Care (SPC) Payment Voucher Entry

The ‘Payment Voucher Selection’ page allows grantees the ability to select and request all their vouchers at once. Depending on the user’s program area authority, all available grants in all program areas in which the user has drawdown capability are displayed.

From the *eLOCCS* Main Menu, select the ‘Payment Voucher Entry’ hyperlink which will display a ‘Payment Voucher Selection’ page (Figure 4–31). Mark the desired check box next to the grant and click the ‘Submit’ button.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Special Needs Assistance					
SNAP	<input type="checkbox"/> MI XXXXXXXX	525,433.00	436,328.00	0.00	89,105.00
SNAP	<input type="checkbox"/> MI " "	443,940.00	400,145.16	0.00	43,794.84
SNAP	<input type="checkbox"/> MI " "	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	<input type="checkbox"/> MI " "	125,183.00	63,732.00	0.00	61,451.00
SNAP	<input type="checkbox"/> MI " "	443,940.00	166,333.00	0.00	277,607.00
SNAP	<input type="checkbox"/> MI " "	142,014.00	0.00	0.00	142,014.00
Shelter + Care					
SPC	<input checked="" type="checkbox"/> MI " "	315,108.00	0.00	330.95	314,777.05
SPC	<input type="checkbox"/> MI " "	843,480.00	824,320.83	700.00	18,459.17
SPC	<input type="checkbox"/> MI " "	600,300.00	443,003.72	0.00	157,296.28
SPC	<input type="checkbox"/> MI " "	1,474,560.00	597,213.12	0.00	877,346.88
SPC	<input type="checkbox"/> MI2" "	166,080.00	69,810.16	0.00	96,269.84
SPC	<input type="checkbox"/> MI" "	1,585,980.00	988,189.00	0.00	597,791.00

Figure 4–31. SPC Payment Voucher Selection

The next page displayed will be the ‘SPC Component Selection’ page. One to multiple components may be listed, depending on the SPC grant. Due to the uniqueness of the SPC BLI Components, voucher draws are handled differently from other BLI programs in *eLOCCS*.

For SRA components, one or more sponsors will be associated with the SRA funding. To draw funds against the SRA Component, *eLOCCS* requires the grantee to enter a voucher period and to identify a sponsor.

For TRA and PRA components, voucher draws are handled in the same manner as SRA components except that TRA and PRA voucher draws require only a voucher period when requesting funds.

Note that **only one SRA/TRA/PRA component is allowed per voucher request**; however, ADMN funds can be drawn with any component or on a voucher by itself.

The following section includes two examples that illustrate voucher draws for an SRA component and TRA component after an SPC grant has been selected from the ‘Payment Voucher Selection’ page (Figure 4–31).

4.3.3.1 Sponsor-based Rental Assistance (SRA) Component Selection

In Figure 4–32 which provides an SRA component selection example, the SRA and ADM BLIs have been selected, noted by the marked checkboxes.

Note the **SRA component requires a Voucher Period and Sponsor** whereas the ADM BLI does not.

Business Partner
SPC Component Selection

Select the checkbox next to the SPC component you wish to draw down against. For SRA/TRA/PRA components, provide the appropriate voucher period and Sponsor information, then click submit.

Only 1 SRA/TRA/PRA component is allowed per voucher request.

Grant No: <Mixxxxxxx>		Name	Operating Start Date	Voucher Period mm-yyyy	Sponsor
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> SR	Sponsor Rental Assistance	07-14-2006	01-2007	DETROIT EAST, INC.
<input type="checkbox"/>	<input type="radio"/> TRA	Tenant Rental Assistance	07-14-2006		
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> ADMN	Administrative			

Submit Reset Cancel

Figure 4–32. SRA Component Selection

Once the component information has been entered, click ‘Submit’ and a ‘Unit and Tenant Information’ page will be returned (Figure 4–33).

Each SPC voucher requires Unit/Tenant data when performing a draw unless it has previously been provided for the same voucher period and sponsor.

For convenience, a check box is provided that will automatically duplicate the previous reported tenant information if the current information is the same.



The screenshot shows the 'Business Partner' section of the 'Voucher Selection' page. At the top, there's a message: 'Unit and Tenant information is required for the 02-2007 SRA component. If appropriate, click the * checkbox to duplicate the 01-2007 reported periods information.' Below this, there are two tables: 'Unit Information' and 'Tenant Information'. Both tables have columns for '01-2007' and '02-2007'. In the 'Unit Information' table, the '02-2007' column has a checked checkbox. In the 'Tenant Information' table, the '02-2007' column also has a checked checkbox. At the bottom of each table is a 'Total' row showing the sum of the previous columns. At the very bottom of the screen are three buttons: 'Submit', 'Reset', and 'Cancel'.

<Business Partner/ Grant No>	
Unit Information	01-2007 02-2007 <input checked="" type="checkbox"/>
SRO Single Room Occupancy Units	0 <input type="text" value="0"/>
1BR 1 Bedroom Units	0 <input type="text" value="0"/>
2BR 2 Bedroom Units	2 <input type="text" value="2"/>
3BR 3 Bedroom Units	0 <input type="text" value="0"/>
4BR 4 Bedroom Units	0 <input type="text" value="0"/>
Total	2 2
Tenant Information	01-2007 02-2007 <input checked="" type="checkbox"/>
SMI Seriously and Mentally Ill	0 <input type="text" value="0"/>
CSA Chronic Substance Abusers	2 <input type="text" value="2"/>
S/C Seriously Ill and Chronic Substance Abusers	0 <input type="text" value="0"/>
PWA People With Aids	0 <input type="text" value="0"/>
PWOD People With Other Diseases	0 <input type="text" value="0"/>
Total	2 2

Submit **Reset** **Cancel**

Figure 4–33. Voucher Selection: Unit and Tenant Information

Once Unit and Tenant information has been provided, click the ‘Submit’ button to return the ‘Payment Voucher Entry’ page (Figure 4–34).

In the Payment Voucher example (Figure 4–34), a voucher request of \$2,500 has been entered to draw funds against **BLI 1000 SRA Rental Assistance** (in this case for the Sponsor selected) and \$500 for **BLI 1060 Administrative**.

The eLOCCS system automatically totals the voucher as each Budget Line Item (BLI) amount is populated.

Click ‘Submit’ to request the funds.

**Business Partner
Payment Voucher Entry**

eLOCCS
SPC Shelter + Care
Payment Voucher

**U.S. Department of Housing
and Urban Development**
Office of Community Planning and Development

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 030*****	2. LOCCS Pfrm Area SPC	3	4	
5. Voice Response No. <VRS Response No>	6. Grantee Organization <Business Partner>			
8. Grant / Sponsor Grant M xxxxxx	6a. Grantee Organization TIN / Sponsor Information <Sponsor TIN>			
	<Sponsor>			
BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1000	SRA Rental Assistance	310,108.00	309,777.05	2,000.00
1060	Administrative	0.00	0.00	500.00
	Total:	310,108.00	309,777.05	2,500.00

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 <User Name>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 02-12-2007

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. 3728, 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-SPC-a (4/2000)

Figure 4–34. SPC Payment Voucher Entry > SRA Component

4.0 eLOCCS Screens

Figure 4–35 illustrates an SRA payment voucher request for \$2500 that has been **accepted and approved** for payment.

Payment Voucher		Office of Community Planning and Development				
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 030-117124	2. LOCCS Firm Area SPC	3	4	5	6	7
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Business Partner>					
8. Grant / Sponsor Grant M xxxxxx M xxxxxx	6a. Grantee Organization TIN / Sponsor Information <Grantee Organization TIN/Sponsor Information>					
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount	
1000	SRA Rental Assistance	310,108.00	2,330.95	307,777.05	2,000.00	
1060	Administrative	0.00	0.00	0.00	500.00	
	Total:	310,108.00	2,330.95	307,777.05	2,500.00	
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 <User Name>	12. Name & Title of Authorized Signatory 13. Signature 14. Date of Request 02-12-2007					
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-SPC-a (4/2000)						
This Payment Request was APPROVED...						
A payment of \$2,500.00 should be deposited in your account on Wednesday February 14, 2007 . Please print this request, and retain for your records.						
<input type="button" value="Menu"/>						

Figure 4–35. Approved SRA Payment Request

4.3.3.2 Tenant-based Rental Assistance (TRA) Component Selection

Figure 4–36 illustrates an example of a TRA component selection. A ‘Voucher Period’ is required information for a TRA component voucher request.

The screenshot shows a web-based application interface for selecting a Business Partner SPC Component. At the top, there's a logo for 'hud eLOCCS'. The main title is '**<Business Partner>**' followed by '**SPC Component Selection**'. On the right side, there are links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. Below the title, a breadcrumb navigation shows 'Menu > Voucher Selection > Voucher Entry'. A note at the top states: 'Select the checkbox next to the SPC component you wish to draw down against. For SRA/TRA/PRA components, provide the appropriate voucher period and Sponsor information, then click submit.' A red warning message below it says: 'Only 1 SRA/TRA/PRA component is allowed per voucher request.' A yellow warning icon is present. The main content area has a header 'Grant No: MI xxxxxxxx'. Below it is a table with columns: SPC Component, Name, Operating Start Date, Voucher Period mm-yyyy, and Sponsor. The table contains three rows: SRA (checkbox empty), TRA (checkbox checked and highlighted with a green circle), and ADMN (checkbox empty). The 'Voucher Period' column for TRA shows '07-14-2006' and the input field '01-2000' is circled. At the bottom are buttons for 'Submit', 'Reset', and 'Cancel'.

Figure 4–36. TRA Component Selection

To continue with the TRA voucher request, select ‘Submit’ which will bring up the ‘Payment Voucher Entry’ page.

Enter voucher amounts on the returned “Payment Voucher Entry” page. Click on ‘Submit’ to request funds.

4.3.3.3 Project-based Rental Assistance (PRA) Component Selection

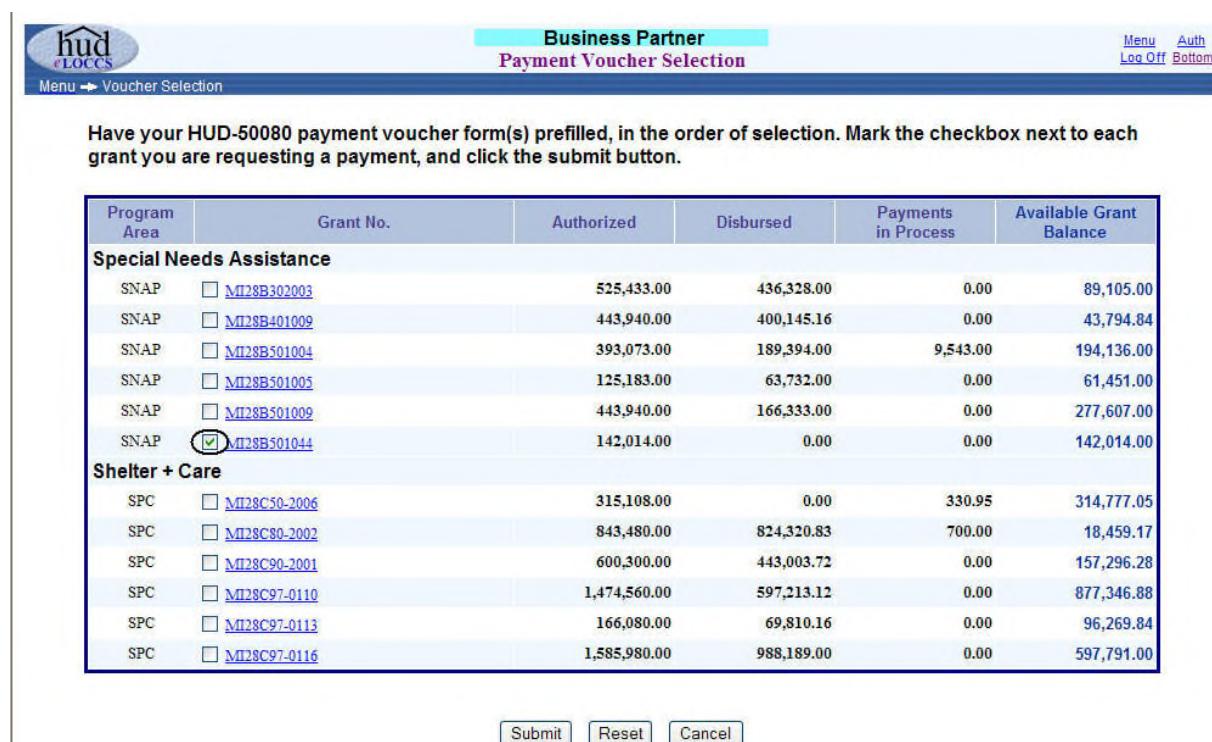
PRA voucher requests are handled the same way as TRA component requests. The ‘Voucher Period’ is required information for a PRA component voucher request.

4.4 Special Needs Assistance Program (SNAP)

The ‘Special Needs Assistance Program’ (SNAP) is a BLI based program area that has distinctive program rules when requesting a voucher. An initial draw against certain Budget Line Items will require entry of an operating start date for the grant. The operating start date is used to control when documents are due, to calculate the expiration date of the grant, and cash management threshold edits by eLOCCS.

The BLIs that trigger the entry of the operating start date are flagged with a **yellow triangle** icon . Requesting funds on any of the flagged BLIs will also require entry of the operating start date whose entry box is below the available BLIs for the grant. An operating start date is only provided once per grant. Once provided, subsequent draws will not have any BLIs flagged with a yellow triangle.

Figure 4–37 illustrates a SNAP grant being selected from the ‘Payment Voucher Selection page. Click on the ‘Submit’ button to return the ‘Payment Voucher Entry’ page.



The screenshot shows the 'Business Partner' section of the eLOCCS system. The title is 'Payment Voucher Selection'. The header includes links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. A message at the top says: 'Have your HUD-50080 payment voucher form(s) prefilled, in the order of selection. Mark the checkbox next to each grant you are requesting a payment, and click the submit button.' Below this is a table listing grants under the 'Special Needs Assistance' and 'Shelter + Care' categories. The table columns are: Program Area, Grant No., Authorized, Disbursed, Payments in Process, and Available Grant Balance. In the 'Special Needs Assistance' section, the grant 'MT28B501044' has a checked checkbox and is circled in red. In the 'Shelter + Care' section, grants MT28C50-2006, MT28C80-2002, MT28C90-2001, MT28C97-0110, MT28C97-0113, and MT28C97-0116 have checkboxes. At the bottom are 'Submit', 'Reset', and 'Cancel' buttons.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Special Needs Assistance					
SNAP	<input type="checkbox"/> MT28B302003	525,433.00	436,328.00	0.00	89,105.00
SNAP	<input type="checkbox"/> MT28B401009	443,940.00	400,145.16	0.00	43,794.84
SNAP	<input type="checkbox"/> MT28B501004	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	<input type="checkbox"/> MT28B501005	125,183.00	63,732.00	0.00	61,451.00
SNAP	<input type="checkbox"/> MT28B501009	443,940.00	166,333.00	0.00	277,607.00
SNAP	<input checked="" type="checkbox"/> MT28B501044	142,014.00	0.00	0.00	142,014.00
Shelter + Care					
SPC	<input type="checkbox"/> MT28C50-2006	315,108.00	0.00	330.95	314,777.05
SPC	<input type="checkbox"/> MT28C80-2002	843,480.00	824,320.83	700.00	18,459.17
SPC	<input type="checkbox"/> MT28C90-2001	600,300.00	443,003.72	0.00	157,296.28
SPC	<input type="checkbox"/> MT28C97-0110	1,474,560.00	597,213.12	0.00	877,346.88
SPC	<input type="checkbox"/> MT28C97-0113	166,080.00	69,810.16	0.00	96,269.84
SPC	<input type="checkbox"/> MT28C97-0116	1,585,980.00	988,189.00	0.00	597,791.00

Figure 4–37. SNAP Payment Voucher Selection

In Figure 4–38, the example of a payment voucher request is made against **BLI 1050 Supportive Services** and the operating start date is provided since funds are being requested against this BLI for the first time as noted by the **yellow triangle icon** next to the BLI number.

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1010	Acquisition	1,000.00	1,000.00	0.00
1020	Rehabilitation	1,000.00	1,000.00	0.00
1050 ⚠	Supportive Services	133,252.00	133,252.00	1,000.00
1060 ⚠	Administrative	6,762.00	6,762.00	0.00
Total:		142,014.00	142,014.00	1,000.00

⚠ An Operating Start Date is required if requesting funds against any of these BLI's - (mm/yyyy)

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 <User Name>	12. Name & Title of Authorized Signatory
13. Signature	14. Date of Request 02-09-2007

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. 3728, 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-SNAP-a (4/2000)

Figure 4–38. SNAP Payment Voucher Entry

A grantee can request funds against BLIs that do not have a yellow triangle. In this case, if an operating start date is mistakenly provided, eLOCCS will prompt the user that a date is not required for that particular BLI.

4.0 eLOCCS Screens

Figure 4–39 provides an example of an approved SNAP voucher payment request.

**Business Partner
Payment Voucher Entry**

Menu → Voucher Selection → Voucher Entry

eLOCCS
**SNAP Special Needs Assistance
Payment Voucher**

U.S. Department of Housing
and Urban Development
Office of Community Planning and Development

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 <Voucher No>	2. LOCCS Pgmr Area SNAP	3	4		
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>				
8. Grant or Project No. <Grant/Project No>	6a. Grantee Organization TIN <Grant Organization Tax ID>				
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.00
	Total:	133,252.00	1,000.00	132,252.00	1,000.00

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 <User Name>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 02-07-2007

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-SNAP-a (4/2000)

This Payment Request was **APPROVED...**

A payment of \$1,000.00 should be deposited in your account on **Friday February 09, 2007**. Please print this request, and retain for your records.

Figure 4–39. SNAP Voucher Payment Request Approved

Figure 4–40 provides an example of an approved payment voucher request pending HUD personnel “Manual Review” as indicated by the statements at the bottom of the screen. The payment request will not be paid until the voucher request is reviewed and approved by the HUD Office.

This Payment Request was APPROVED...																							
A payment of \$1,000.00 should be deposited in your account on Friday February 09, 2007 . Please print this request, and retain for your records.																							
eLOCCS SNAP Special Needs Assistance Payment Voucher		U.S. Department of Housing and Urban Development Office of Community Planning and Development																					
<small>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.</small>																							
<small>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.</small>																							
1. Voucher Number <Voucher No>	2. LOCCS Prgm Area SNAP	3	4																				
5. Voice Response No: <Voice Response No>	6. Grantee Organization <Grantee Organization>																						
8. Grant or Project No: <Grant/Project No>	6a. Grantee Organization TIN <Grant Organization Tax ID>																						
<table border="1"> <thead> <tr> <th>Budget Line Item</th> <th>Name</th> <th>Authorized</th> <th>Disbursed</th> <th>Available Balance</th> <th>Voucher Amount</th> </tr> </thead> <tbody> <tr> <td>1050</td> <td>Supportive Services</td> <td>133,252.00</td> <td>1,000.00</td> <td>132,252.00</td> <td>1,000.00</td> </tr> <tr> <td colspan="2">Total:</td> <td>133,252.00</td> <td>1,000.00</td> <td>132,252.00</td> <td>1,000.00</td> </tr> </tbody> </table>						Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount	1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.00	Total:		133,252.00	1,000.00	132,252.00	1,000.00
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount																		
1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.00																		
Total:		133,252.00	1,000.00	132,252.00	1,000.00																		
<small>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.</small>																							
11. Name & Phone Number of Person completing this form <User Name>	12. Name & Title of Authorized Signatory 13. Signature																						
		14. Date of Request 02-07-2007																					
<small>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)</small>																							
<small>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.</small>																							
This Payment Request was ACCEPTED, however HUD review is required because... <ul style="list-style-type: none"> • Manual Review 																							
<small>This voucher will not be paid without review and approval by HUD personnel. Please call your HUD office to assist in this review process.</small>																							

Figure 4–40. SNAP Voucher Payment Request Requiring HUD Review

4.0 eLOCCS Screens

Figure 4–41 provides an example of a rejected payment voucher request describing the reason for the rejection.

**Business Partner
Payment Voucher Entry**

Menu Log Off Bottom

eLOCCS
SNAP Special Needs Assistance
Payment Voucher

U.S. Department of Housing
and Urban Development
Office of Community Planning and Development

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 (LOCSS/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	2. LOCSS Pgm Area SNAP	3.	4.		
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>				
8. Grant or Project No. <Grant/Project No>	6a. Grantee Organization TIN <Grantee Organization TIN>				
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	135,252.00	95,824.00	39,428.00	50,000.00
Total:		135,252.00	95,824.00	39,428.00	50,000.00

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 <User Name>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 04-30-2007

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 (LOCSS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCSS 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 LOCSS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCSS 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-SNAP-a (4/2000)

This Payment Request was **REJECTED** because...

- Your requested amount of **+50,000.00** exceeds the available disbursable balance for this grant calculated at **+41,399.00**.

Menu Voucher Selection

Figure 4–41. SNAP Voucher Payment Request Rejected

4.5 Capital Fund Recovery Grants (CFRG)

In support of the 2009 American Recovery and Reinvestment Act (ARRA), the Capital Fund Recovery Grants (CFRG) is available in LOCCS. The CFRG is similar to the CFP BLI based program with one major exception. HUD requires an organization to have a Data Universal Number System (DUNS) number from Dun & Bradstreet (D&B) and register with the Central Contractor Registration (CCR). Since multiple DUNS numbers may exist for your organization, eLOCCS requires a DUNS number assigned to each grant. Until a DUNS number has been assigned to each CFRG grant, users will not be able to drawdown Recovery Act funds.

To obtain information on a DUNS number from Dun & Bradstreet, please go to the link below:

<http://fedgov.dnb.com/webform/displayHomePage.do>

To obtain information on registering your DUNS number in CCR, please go to the link below:

www.ccr.gov



For further questions regarding ARRA, DUNS or CFRG program, please contact your local HUD Program Office.

DUNS ASSIGNMENT

As mentioned above, eLOCCS will require a registered CCR DUNS number be assigned to each CFRG grant. From the eLOCCS Main Menu, select the ‘DUNS Entry’ hyperlink (Figure 4–42). The DUNS entry page will display an eLOCCS information table of only active CCR registered DUNS entries based on the Tax ID of your organization (Figure 4–43).

Line of Credit Control System (eLOCCS)

Business Partner

Capital Fund Recovery Grants (CFRG)

<p>Queries</p> <ul style="list-style-type: none">• Grant Portfolio (CFRG)• CFRG Program <p>Updates</p> <ul style="list-style-type: none">• Payment Voucher Entry• Cancel Voucher <p>Miscellaneous</p> <ul style="list-style-type: none">• Maintain Email Addresses	<ul style="list-style-type: none">• Wire Payments• Obligated/Expenditures• DUNS Entry• Maintain Email Assignments
---	--

Figure 4–42. Select DUNS Entry

Please note if the organization Tax ID does not have a DUNS number displayed as a selection or if the DUNS number is manually entered and eLOCCS returns a message of ‘no CCR entry is available’, then it may be due to one of the following:

- The organization Tax ID registered with CCR does not match the Tax ID in LOCCS.
- The organization may have more than one Tax ID in which a DUNS number is registered.
- The DUNS number registration in CCR may be incomplete, needs to be renewed or revalidated or is pending processing.
- A DUNS number is not registered in CCR.

For any of these examples, contact CCR to determine that the DUNS number is registered in CCR and active.

To quickly assign a DUNS number to a grant(s) in the CCR information table, click the **green check mark icon** or use the drop down box to select the number and then click submit for assignment.

To manually assign, a DUNS number, enter the number in the add CCR selection field and click the **red plus icon** . Click the green check mark icon or select the number from the drop down box and click submit for assignment.

In the following example, a DUNS number has been assigned by using the green check mark which populates the number in the drop down field box (Figure 4-44).

The screenshot shows the eLOCCS DUNS Entry interface. At the top, there's a navigation bar with the HUD logo, the title "Business Partner DUNS Entry", and links for "Menu", "Auth", "Log Off", and "Bottom". Below the navigation is a yellow warning message: "HUD requires your organization to have a Data Universal Number System (DUNS) number and register with the Central Contractor Registration (CCR). Since multiple DUNS numbers may exist for your organization, you must explicitly assign a DUNS number to each of your HUD grants." It also includes a link to contact local HUD Program Office.

Below the message, instructions say: "If you have any questions regarding DUNS or CCR, please contact your local HUD Program Office." It then provides details on how to assign DUNS numbers, mentioning the "Auto-Assign" button and the "Add CCR Selection" dropdown.

The main area displays the "Central Contractor Registration (CCR) Information" table. The first row shows a grant entry for "Business Partner" with fields for Name, City, State, DUNS, +4, and Auto-Assign. The "Auto-Assign" checkbox is checked, and the "DUNS" dropdown contains the value "xxxxxxxxxx".

Below the table is a dropdown menu titled "Recovery Act Grant" with sections for "Program Area" (CFRG), "Grant No." (MNxxxxxxxxxx), and "Current Assignment" (DUNS, +4). The "DUNS+4 Assignment" dropdown is set to "- Unassigned -".

At the bottom of the form are "Submit" and "Reset" buttons.

Figure 4-43. Assigning a DUNS to a Grant

4.0 eLOCCS Screens

The screenshot shows the 'Business Partner DUNS Entry' page. At the top, there's a note from HUD requiring a DUNS number for grants. Below it, a message encourages contacting local HUD Program Offices. A detailed note explains how to assign DUNS numbers to grants based on CCR entries. The main section displays a table for 'Central Contractor Registration (CCR) Information'. The table has columns for Name, City, State, DUNS, +4, and Auto-Assign. A row for 'Business Partner' shows a selected DUNS number 'XXXXXXXXXX' and an checked 'Auto-Assign' checkbox. Below the table, there are sections for 'Recovery Act Grant' and 'Capital Fund Recovery Grants', both with 'CFRG' and 'MNXXXXXXXXXX' listed. At the bottom are 'Submit' and 'Reset' buttons.

Figure 4-44. DUNS Entry

Click the submit button for a return of a confirmation page that the DUNS number has been assigned to the grant (Figure 4-45).

The screenshot shows the 'HARTFORD HOUSING AUTHORITY DUNS Update' page. It displays a confirmation message 'Action Confirmed'. At the bottom are 'More' and 'Menu' buttons.

Figure 4-45. Confirmation of DUNS Entry

4.6 Housing Green Retrofit Program (HGRP)

In support of the American Recovery and Reinvestment Act of 2009, the Housing Green Retrofit Program (HGRP) is available in LOCCS. The HGRP is similar to BLI based programs but with a minor difference. A Participating Administrative Entity (PAE) awarded an administrative contract will have properties assigned to their portfolio. When requesting a voucher, the PAE will have the option to draw directly against an ‘Administrative Draw’ or draw against a property within the portfolio. An Administrative Draw allows only the Admin BLI to be drawn directly at the PAE contract level. If a property is selected, a list of BLI accounts will be available for draw against the property.

The following voucher requests present two examples of each request type:

The first voucher request is for an ‘Administrative Draw only’. The Payment Voucher entry link from the eLOCCS main menu has been selected and will display the Payment Voucher Selection page as seen in (Figure 4–46).

Click in the box next to the HGRP grant and click on Submit.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Housing Green Retrofit Program	HGRP <input checked="" type="checkbox"/> PAE1FEEGRANT	4,000,000.00	0.00	0.00	4,000,000.00

Figure 4–46. Payment Voucher Selection Form for ARRA

eLOCCS will then return an Admin\Property Selection page where the PAE has the option to select an Administrative Draw only or a property if available as shown in the figure that follows. (Figure 4–47). Place a check mark next to the Admin Draw only and submit to retrieve the Payment Voucher Page (Figure 4–48). Enter the BLI drawdown amount and submit for voucher acceptance.

4.0 eLOCCS Screens

Figure 4-47. Administrative Draw Property Selection

**Business Partner
Payment Voucher Entry**

Menu Auth
Log Off Bottom

eLOCCS
HGRP Housing Green Retrofit Program
Payment Voucher

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 (LOCSS/VR5) 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 104-*****	2. LOCSS Pgrm Area HGRP	3.	4.	
5. Voice Response No. n/a	6. Grantee Organization Grantee Organization Name			
8. Grant or Project No. PAE XXXXXXXX	6a. Grantee Organization TIN XX-XXXXXX			
BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
0001	Operating Budget	4,000,000.00	4,000,000.00	
0010	Admin Travel (2.14B-GRP)	0.00	0.00	500.00
0100	Green Physical Assess Rpt	0.00	0.00	
0110	Energy Audit	0.00	0.00	
0120	IPM Report	0.00	0.00	
0130	Recording Costs	0.00	0.00	
0140	Title Bring-Down Expense	0.00	0.00	
0150	Legal Counsel	0.00	0.00	
0160	GRP Travel (2.14A-GRP)	0.00	0.00	
0170	Other Subcontractors	0.00	0.00	
0180	Other	0.00	0.00	
0200	Init Feasibility Assess	0.00	0.00	
0210	Plan Approved by Director	0.00	0.00	
0220	Closing and Doc Distr	0.00	0.00	
0300	Due Diligence Incent Fee	0.00	0.00	
0310	Closing Incentive Fee	0.00	0.00	
Total:	4,000,000.00	4,000,000.00		500.00

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 Grantee	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 05-20-2009

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 (LOCSS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCSS 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 LOCSS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCSS 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-HGRP-a (4/2000)

Submit **Reset** **Cancel**

Figure 4-48. Housing Green Retrofit Program Voucher Entry

(Figure 4-49) indicates the Payment Request was accepted and HUD review is required for program area "HGRP".

This Payment Request was **ACCEPTED**, however
HUD review is required because...

- All vouchers for program area "HGRP" require review.

This voucher **will not** be paid without review and approval by HUD personnel. Please call your HUD office to assist in this review process.

Figure 4-49. Payment Request Accepted

The second voucher request example is a PAE draw against a property. From the Admin/Property Selection page, place a check mark in the box next to the desired HGRP property and submit (Figure 4-50).

Figure 4–50. Asset Specific Draw

4.0 eLOCCS Screens

A list of BLI account numbers will be displayed (Figure 4–51). Enter draw amount in the BLI drawdown amount fields and click “Submit” for voucher acceptance.


Business Partner
Payment Voucher Entry

[Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)

eLOCCS
HGRP Housing Green Retrofit Program
Payment Voucher

Public reporting burden for this collection of information is estimated to average 16 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 104-*****	2. LOCCS Pgm Area HGRP	3	4	
5. Voice Response No. n/a	6. Grantee Organization Grantee Organization Name			
8. Grant / Property No. PAE XXXXXXXX	8a. Grantee Organization TIN / Property Information XX-XXXXXX Property Name			
BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
0001	Operating Budget	4,000,000.00	4,000,000.00	
0010	Admin Travel (2.14B-GRP)	0.00	0.00	
0100	Green Physical Assess Rpt	0.00	0.00	<input type="text" value="0.00"/>
0110	Energy Audit	0.00	0.00	<input type="text" value="200.00"/>
0120	IPM Report	0.00	0.00	<input type="text" value="0.00"/>
0130	Recording Costs	0.00	0.00	<input type="text" value="0.00"/>
0140	Title Bring-Down Expense	0.00	0.00	<input type="text" value="400.00"/>
0150	Legal Counsel	0.00	0.00	<input type="text" value="0.00"/>
0160	GRP Travel (2.14A-GRP)	0.00	0.00	<input type="text" value="0.00"/>
0170	Other Subcontractors	0.00	0.00	<input type="text" value="0.00"/>
0180	Other	0.00	0.00	<input type="text" value="0.00"/>
0200	Init Feasibility Assess	0.00	0.00	<input type="text" value="0.00"/>
0210	Plan Approved by Director	0.00	0.00	<input type="text" value="0.00"/>
0220	Closing and Doc Distr	0.00	0.00	<input type="text" value="0.00"/>
0300	Due Diligence Incent Fee	0.00	0.00	<input type="text" value="0.00"/>
0310	Closing Incentive Fee	0.00	0.00	<input type="text" value="0.00"/>
Total:		4,000,000.00	4,000,000.00	600.00

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	12. Name & Title of Authorized Signatory
Grantee	13. Signature
	14. Date of Request 05-20-2009

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-HGRP-a (4/2000)

Figure 4–51. Asset Specific Property Selection for Payment Voucher Entry

4.7 eLOCCS S235 and S236 IRP

The Section 235 and 236 Interest Reduction Program (IRP) is unique in that it provides Service Providers access to their portfolio and voucher drawdown requests through a batch submission. A link to a separate *eLOCCS S235 and S236 IRP Getting Started Guide* can be found in *Section 5.1 LOCCS URL Quick References*.

4.8 Section 8 Contract Administrator (S8CA)

Performance Based Contract Administrators (PBCA) are contracted by HUD to manage a portfolio of Housing Section 8 contracts. While vouchers are initiated through the Tenant Rental Assistance Certification System (TRACS) system to LOCCS, *eLOCCS* provides individual contract and portfolio view of information to the PBCA. Due to the unique requirements of this program there is a separate *Section 8 Getting Started Guide*. A link to this guide can be found in *Section 5.1 LOCCS URL Quick References*.

5.0 QUICK REFERENCE

5.0 QUICK REFERENCE

5.1 Troubleshooting Tips

Multiple components and systems support *eLOCCS* access; therefore, the nature of the particular problem will determine the contact person. The most frequent problem encountered by users is difficulty accessing *eLOCCS*. This is due to the Secure Systems Coordinator's improper setup of access in Secure Systems. Once access has been established in *eLOCCS* through Secure Systems, users report very few problems with navigating and using *eLOCCS*. Listed below are some *eLOCCS* troubleshooting tips, common problems, and resolutions.

I'm a Coordinator and I do not see the LOCCS roles to assign to my users.

You (a Coordinator) have not assigned the LOCCS system to yourself. Without LOCCS system being assigned, you will not see the LOCCS roles to assign to users on the Maintain User Information page.

I'm a user and do not see the LOCCS hyperlink on my Secure Systems Main Menu.

The Coordinator has not assigned either the LOCCS – Query and/or the LOCCS – Administrative role to you. The assignment of any one of these roles will place the LOCCS hyperlink on your Secure Systems Main Menu.

When I click on a program area in *eLOCCS*, the main menu is blank.

Verify with the Coordinator that you have been assigned either LOCCS – Query (QRY) and/or LOCCS – Administration (ADM) roles.

I do not have any email options displayed on my LOCCS menu.

You were not assigned the LOCCS – Administration role by your Coordinator. Have your coordinator add this role to you.

I do not see a particular program area on the Authorizations page, but it shows up on the Grant Portfolio page.

To have drawdown program access, add the program area access to the HUD-27054 LOCCS Access Authorization form and forward to your local Field Office for review. The Field Office will forward the form to LOCCS Security Office for processing.

My Organization address is incorrect in eLOCCS.

To change your organization address, send a revised SF-1199A to your program office, who will in turn forward it to Fort Worth Accounting. LOCCS is a payment system, where a payment can be made by check and treats the name and address of your organization as if it were banking/payment information, which requires an SF-1199A.

When I attempt to drawdown from the Payment Voucher Entry hyperlink, I get a grant information page with budget related tabs.

You either selected a grant from the Grant portfolio hyperlink or after selecting the Payment Voucher Entry hyperlink from the main menu you clicked on the grant link instead of placing a checkmark in the box beside the grant number. The only way a drawdown can be completed is through accessing the Payment Voucher Entry hyperlink from the eLOCCS main menu, mark the check box next to the grant number and submit.

Can I change my password in eLOCCS prior to the 60-day prompt?

Yes. After a program area has been selected from the Authorizations page, the Change Password option will appear on the left sidebar of any program area menu, directly under the User Profile option.

I do not know my Secure Systems organization's Coordinator.

If you do not know your organization's Coordinator or you are unsure that the organization has an existing Coordinator, please contact REAC Technical Assistance at 888-245-4860 to determine this information.

5.2 LOCCS URL Quick References

LOCCS URL Quick References

1) LOCCS Access Guidelines for Grantees

These are general LOCCS instructions for filling out the HUD-27054 LOCCS Access Authorization Form and SF1199A Direct Deposit form.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccts_guidelines

Cut and paste URL or click [<here>](#)

2) eLOCCS Getting Started Guide

This guide provides *e*LOCCS web page examples, familiarizing the user with how navigation works in *e*LOCCS and how to view, manage and drawdown HUD grant funds.

<http://portal.hud.gov/hudportal/documents/huddoc?id=eloccsguide.pdf>

Cut and paste URL or click [<here>](#)

3) eLOCCS Registration Guide

Before accessing *e*LOCCS, a user must have a Secure Systems ID/password and a LOCCS ID/password. This document outlines the security and registration components needed to obtain those IDs.

Note: If you are converting from VRS to *e*LOCCS, you already have a LOCCS ID/password.

http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf

Cut and paste URL or click [<here>](#)

4) HUD-27054 LOCCS Access Authorization form

Use this form to request specific LOCCS Organization and HUD Program Area access. The LOCCS Access Guidelines for Grantees (#1 above) has instructions on filling out this form.

<https://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf>

Cut and paste URL or click [<here>](#)

5) Secure Systems (this is how you access *e*LOCCS)

Secure Systems is a HUD Web Portal which has access to many HUD systems, of which *e*LOCCS is one of them.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online

Cut and paste URL or click [<here>](#)

5.3 Help Desk Contact Information

All other issues most likely will be related to *e*LOCCS. Please use the *e*LOCCS mailbox, eLOCSS@HUD.Gov, to send appropriate information. The following table lists some useful Help Desk contact numbers.

Help Desk	System	Telephone
<i>e</i> LOCCS Support	<i>e</i> LOCCS	571-766-2916
PIH REAC Technical Assistance	Secure Systems	888- 245-4860
TRACS	TRACS	800-767-7588
LOCCS Security Office	LOCCS	877-705-7504