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

FY13 Grantee Program Managers School

Do The Math 101

Do the Math 101

- LOCCS

What Is LOCCS?

- Line of Credit Control System (LOCCS)
  - Banking system for reimbursement payments to be made to prime recipient
    - Link to LOCCS Voucher Form (HUD-27053):
    - http://portal.hud.gov/hudportal/documents/huddoc?id=27053.pdf

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Who Uses LOCCS?

- Who should be using the system?
  - Two authorized staff members from each grantee
    - Dual authorization – separation and duplication of duties, signatory and call in request.
    - Changes in staff – plan ahead, obtain authorization.

Supporting Documentation

- When does supporting documentation have to be submitted?
    - All requests greater than $100,000.
    - Periodically (at least annually) for requests under $100,000
        - GTRs, may ask at any time, for additional documentation to verify and justify any LOCCS request

LOCCS Protocol

- Phone call or online submission.
    - Some grantees may be able to submit LOCCS requests using the online system
        - Putting in amount to the exact amount via phone (i.e. to request $28,569.39, the caller would enter: 2 8 5 6 9 * 3 9 #).
- When do I submit forms to my GTR?
    - After completing a request in LOCCS

QPRS and LOCCS

- LOCCS is measured in your QPRS score
    - To count in your QPRS score the requested paperwork must be received by the GTR at least 10 business days before the close of the Quarterly Performance Period and approved in the system
        - This practice provides time to review and approve requests, and for funds to be transferred before they will count in the QPRS system toward a benchmark.

Do the Math 101

- LOCCS
- Part 3

Part 3 Form

- Updated Part 3 Form
  - Included with PGI-2013-02
- Must accompany the LOCCS VRS Form.
- Must match your CBW on file per line item
  - No negative balances per line item

Do the Math 101

- LOCCS
- Part 3
- CBW

Certified Budget Worksheet (CBW)

- Negotiated budget by line item.
- Each revision needs to be dated and resubmitted to GTR.
  - Staff turnover: name, position, salary adjustments, etc.
  - <10% budget reallocations must be reflected and approved by GTR on this form and accompany a written justification for movement of funds.
  - >10% budget reallocations require Grant Officer (GO) approval and must be reflected on this form and accompany an official request with justification in narrative per line item.

Do the Math 101

- LOCCS
- Part 3
- CBW
- SF425

SF-425

- Link to form:
  http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf
- Must be submitted every Quarter with QPRS for each active grant
  ◦ Use Part 3 and CBW to reconcile and provide total spent, collected, and remaining

Do the Math 101

- LOCCS
- Part 3
- CBW
- SF425
- FFATA

Federal Funding And Transparency Act (FFATA)

- Program Notice sent to all OHHLHC grantees on August 15th 2012
- Recipients need to be in the system
- Required for all contracts exceeding $25,000

Do the Math 101

- LOCCS
- Part 3
- CBW
- SF425
- FFATA
- Emerging Fiscal Trends and Policy

Emerging Fiscal Trends and Policy

- Policy Prep – OMB Proposal for Grant Reform
- Link to proposal form (comments due by June 2nd 2013):
  http://www.regulations.gov/#!documentDetail;D=OMB-2013-0001-0002
  - Monitoring sub-grantees
  - Travel policies
  - Annual CFO certification
  - Indirect cost rates for sub-grantees

Grantee Roundtable PTA

- If I worked at OHHLHC…..

- I would recommend the following suggestions for:

  - Program NOFAs

  - Title X