



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF LEAD HAZARD CONTROL AND
HEALTHY HOMES

POLICY GUIDANCE NUMBER:	PGI 2015 - 02	DATE:	April 10, 2015
SUBJECT:	Line of Credit Control System (eLOCCS) Reimbursement Procedures		
STATUS:	Current		
APPLICABILITY:	All OLHCHH grant programs		
RELATED GUIDANCES:	<u>For federal awards made prior to December 26, 2014:</u> <ul style="list-style-type: none">• 24 CFR part 84 (2013)¹ (institutions of higher education, hospitals, and other non-profits), and• 24 CFR part 85 (2013)² (state, local, and Indian tribal governments). <u>For federal awards made on or after December 26, 2014:</u> <ul style="list-style-type: none">• 2 CFR 200.³		
COMMENTS:	This PGI replaces PGI 2013-02.		

The Office of Lead Hazard Control and Healthy Homes (OLHCHH) is issuing this updated policy guidance to ensure that all grant reimbursements are made in compliance with all applicable requirements. Specifically, this policy guidance describes how to register for and use eLOCCS, HUD's new primary grant and subsidy disbursement and cash management system, and clarifies the requirements for requesting reimbursement. A grantee who has any questions about the reimbursement process should contact the Government Technical Representative (GTR) assigned to the grant.

What is eLOCCS?

The Line of Credit Control System (LOCCS) is HUD's primary grant and subsidy disbursement and cash management system. This system is being replaced by "eLOCCS," an Internet version of LOCCS that is accessed through the HUD internet portal called Secure Systems, which is available at https://hudapps.hud.gov/HUD_Systems. All existing and new grantees must use eLOCCS to request reimbursements, to add new users, and to request changes to users.

¹ To access the 2013 edition of the Code of Federal Regulations, visit www.gpo.gov/fdsys/browse/collectionCfr.action?selectedYearFrom=2013&go=Go

² See the link in the previous footnote.

³ For more information on 2 CFR part 200, see the following:

- OMB's Frequently Asked Questions, at <https://cfo.gov/wp-content/uploads/2014/08/2014-08-29-Frequently-Asked-Questions.pdf>
- Uniform Guidance Crosswalk from Existing Guidance to Final Guidance, at www.whitehouse.gov/sites/default/files/omb/fedreg/2013/uniform-guidance-crosswalk-from-predominate-source-in-existing-guidance.pdf
- The December 26, 2013, and December 19, 2014, notices on this rule, at <https://federalregister.gov/a/2013-30465> and <https://federalregister.gov/a/2014-28697.pdf>, respectively.
- The full text of 2 CFR part 200, at www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR

eLOCCS Registration

Before a grantee can access eLOCCS, the grantee must register at:

- (1) Register in Secure Systems, which can be accessed at [http://portal.hud.gov/hudportal/ HUD?src=/program_offices/public_indian_housing/reac/online](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online)
- (2) Submit a Form HUD-27054 LOCCS Access Authorization, which will control what a user can see and do once in eLOCCS. The form is available at <https://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf>.

For more information and detailed registration instructions, see HUD's eLOCCS Registration Guide, at http://portal.hud.gov/hudportal/documents/huddoc?id=eloccs_registration_guide.pdf.

Accessing and Using eLOCCS

For information about accessing and using eLOCCS, see HUD's eLOCCS Getting Started Guide, at <http://portal.hud.gov/hudportal/documents/huddoc?id=eloccsguide.pdf>.

eLOCCS/HHGMS Reimbursement Process

There are two major steps to the eLOCCS reimbursement process. First, the grantee must request reimbursement by submitting a payment request and required documentation. Second, the GTR reviews the payment request and either accepts or rejects the payment request.

Part 1. Payment Request and Supporting Documentation

Grantees must request reimbursement by submitting a "Payment Voucher Entry" request ("payment request") through eLOCCS. After submitting the payment request, a grantee must then sign the payment request. However, supporting documentation for payment requests must be submitted to your GTR via OLHCHH's Healthy Homes Grants Management System (HHGMS); available at <https://na2.salesforce.com/home/home.jsp>⁴.

Note that eLOCCS and HHGMS are two separate systems that are accessed through separate internet portals.

Supporting documentation for payment requests includes:

- (1) Part 3 Financial Reporting Form, which reports on :
 - a. Budget categories associated with the request;

⁴ Note that any of the web addresses in this policy guidance may change; if so, OLHCHH will advise grantees of the change.

- b. For LHRD and LBPHC grantees only⁵, administrative costs associated with the request; and
 - c. For LHRD and LBPHC grantees, match funds, which must be updated at least quarterly.
- (2) For requests greater than or equal to \$100,000: Complete documentation sufficient to justify the request in support of all costs; and
 - (3) Any other documentation requested by the GTR to provide support and justification for the request.

Grantees must submit eLOCCS requests at least ten (10) business days before the end of the quarter for their performance to be considered for counting towards quarterly benchmark goals.

Part 2. GTR Review of Payment Request

The GTR assigned to the grant is responsible for the review and approval of grantee payment requests. After receiving payment request(s), the GTR will follow the following process:

- (1) Within five (5) business days after a grantee submits the payment request through eLOCCS, the GTR will review the payment request and supporting documentation and will verify eligibility of reimbursements being requested.
 - a. If additional supporting documentation is required, the GTR will notify the grantee by phone and/or email. After the grantee provides the additional supporting documentation requested by the GTR, the GTR will review the additional documentation within two (2) business days, if feasible based on the amount of documentation provided.
- (2) The GTR will then approve or reject the payment request. If the GTR rejects a grantee's payment request, the GTR will notify the grantee by phone and/or email of the rejection and will provide instructions for submitting the revised payment requests and, if applicable, supporting documentation.
- (3) Funds are typically dispersed to the grantee account within three (3) business days of approval.⁶

Notes:

- Grantees must provide supporting documentation as requested by the GTR. In compliance with HUD's grant monitoring process, the GTR may require the grantee to submit all supporting documentation for any payment request(s) to the GTR regardless of the amount of reimbursement being requested.

⁵ Note that the administrative cost documentation requirements apply *only* to grantees of the Lead-Based Paint Hazard Control (LBPHC) Grant Program and Lead Hazard Reduction Demonstration (LHRD) grant programs.

⁶ A grantee who has any accounting issues should contact Teena Neptune, Director of HUD's Reports and Control Division, at (817) 978-5632.

- It is the responsibility of the grantee to remove any personally or financially sensitive information from any payment requests or supporting documentation including, but is not limited to, social security numbers, bank account numbers, and credit card numbers.
- Grantees must follow record retention requirements. Grantees must ensure that all documentation associated with payment requests is retained according to appropriate record retention requirements. Records related to the grant program must be made available for inspection by HUD or its designee as stipulated in the grant agreement.
 - For federal awards made *on or after* December 26, 2014, see 2 CFR §§ 200.333–200.337 for record retention requirements.
 - For federal awards made *prior to* December 26, 2014, see the following provisions for record retention requirements:
 - For institutions of higher education (IHEs), hospitals, and other non-profit organizations: see 24 CFR § 84.53 (2013), www.gpo.gov/fdsys/pkg/CFR-2013-title24-vol1/pdf/CFR-2013-title24-vol1-part84.pdf.
 - For states, local government, and federally recognized Indian tribal governments, see 24 CFR § 85.42 (2013), www.gpo.gov/fdsys/pkg/CFR-2013-title24-vol1/pdf/CFR-2013-title24-vol1-part85.pdf.