



# **eLOCCS** **S235 and S236 *IRP*** **GETTING STARTED GUIDE** **For **Housing****

*Section 235 Program (S235)*

*Section 236 Interest Reduction Payments Program (S236)*  
*(IRP)*

*CI#: LOCCS-236UG-1.1*

**U.S. Department of Housing and Urban Development**

November 2011

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Rev. 1.1	03/2006	Updated procedures in Sections 4.2.2.1 and 4.2.2.2.
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Rev. 1.3	11/2011	Updated links and other sections

## TABLE OF CONTENTS

	<u>Page #</u>
<b>1.0 INTRODUCTION.....</b>	<b>1-1</b>
<b>1.1 Purpose of Guide .....</b>	<b>1-1</b>
<b>1.2 Hours of Operation .....</b>	<b>1-2</b>
<b>1.3 eLOCCS Browser Requirements.....</b>	<b>1-2</b>
<b>1.4 Acronyms and Abbreviations.....</b>	<b>1-2</b>
<b>2.0 SECURITY COMPONENTS .....</b>	<b>2-1</b>
<b>2.1 Secure Systems and FHA Connection .....</b>	<b>2-1</b>
2.1.1 Coordinators and Users.....	2-1
2.1.2 Assigning eLOCCS Application Roles in FHA Connection .....	2-2
<b>2.2 eLOCCS Security Registration .....</b>	<b>2-2</b>
2.2.1 LOCCS VRS Access Authorization Security Form (HUD-27054).....	2-3
<b>3.0 SIGNING ON TO eLOCCS.....</b>	<b>3-1</b>
<b>3.1 What You Need <u>Before</u> You Sign-on .....</b>	<b>3-1</b>
<b>3.2 Two Sign-on Options.....</b>	<b>3-1</b>
<b>3.3 eLOCCS Secure Systems Log In.....</b>	<b>3-3</b>
<b>4.0 SECTION 235 eLOCCS FUNCTIONS.....</b>	<b>4-1</b>
<b>4.1 S235 Functional Overview.....</b>	<b>4-1</b>
4.1.1 What You Will See When Signing-On to eLOCCS.....	4-2
4.1.2 eLOCCS LOG In .....	4-2
<b>4.2 S235 Main Menu Options .....</b>	<b>4-4</b>
<b>4.3 Queries.....</b>	<b>4-6</b>
4.3.1 Grant Portfolio .....	4-6
4.3.2 Voucher Submissions.....	4-12
4.3.3 Wire Payments .....	4-12
<b>4.4 Updates.....</b>	<b>4-13</b>
4.4.1 Recertification.....	4-13
4.4.1.1 Recertification Submittal.....	4-14
4.4.1.2 Formula 1 Submission – Two Methods.....	4-15
4.4.2 F1 adjustments .....	4-20
4.4.3 Submitting a Voucher .....	4-22
4.4.4 Manually Creating a Tab-Delimited File .....	4-22
4.4.5 Payment Voucher Entry .....	4-23
4.4.5.1 Phase 1 - Pre-Edit of Voucher Payment File .....	4-25
4.4.5.2 Successful Pre-Edit Payment File.....	4-26
4.4.5.3 Unsuccessful Pre-Edit Payment File.....	4-28
4.4.5.4 Phase 2 – Final Processing of Payment File.....	4-30
4.4.5.5 Voucher Submission with Negative Adjustment .....	4-36
4.4.5.6 Determining the Voucher Scheduled Pay Date .....	4-37
4.4.6 Cancel a Voucher.....	4-38

<b>4.5</b>	<b>Miscellaneous .....</b>	<b>4-39</b>
4.5.1	Email Addresses.....	4-39
4.5.1.1	Maintain Email Addresses.....	4-39
4.5.1.2	Maintain Email Assignments.....	4-41
<b>5.0</b>	<b><i>SECTION 236 eLOCCS FUNCTIONS</i>.....</b>	<b>5-1</b>
<b>5.1</b>	<b>Section 236 Main Menu Options.....</b>	<b>5-2</b>
<b>5.2</b>	<b>Queries.....</b>	<b>5-3</b>
5.2.1	Grant Portfolio .....	5-3
5.2.2	Wire Payments .....	5-8
5.2.3	Voucher Submissions.....	5-8
<b>5.3</b>	<b>Updates .....</b>	<b>5-9</b>
5.3.1	Submitting a Voucher .....	5-9
5.3.2	Manually Creating a Tab-Delimited File .....	5-9
5.3.3	Payment Voucher Entry .....	5-13
5.3.3.1	Phase I - Pre-Edit of Voucher Payment File.....	5-15
5.3.3.2	Successful Pre-Edit Payment File.....	5-16
5.3.3.3	Unsuccessful Pre-Edit Payment File.....	5-18
5.3.3.4	Phase 2 - Final Processing of Payment File.....	5-19
5.3.4	Cancel Voucher.....	5-24
<b>5.4</b>	<b>Miscellaneous .....</b>	<b>5-25</b>
5.4.1	Email Addresses.....	5-25
5.4.1.1	Maintain Email Addresses.....	5-25
5.4.1.2	Maintain Email Assignments.....	5-27
5.4.2	Payment Schedule Extract.....	5-27
<b>6.0</b>	<b><i>QUICK REFERENCE</i>.....</b>	<b>6-1</b>
<b>6.1</b>	<b>Troubleshooting Tips .....</b>	<b>6-1</b>
<b>6.2</b>	<b>Important URL Links .....</b>	<b>6-1</b>
<b>6.3</b>	<b>Help Desk Contact Information.....</b>	<b>6-2</b>

## 1.0 INTRODUCTION

## **1.0 INTRODUCTION**

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

In 1990 the LOCCS Voice Response System (VRS) was developed which allowed grantee access to their HUD funds using a touchtone phone. Then in the year 2001, an Internet version of LOCCS VRS (*e*LOCCS) was released, allowing Title II lenders, Public Housing Authorities (PHA), Section 8 Performance Based Contract Administrators (PBCA), and other authorized HUD business partners full access to their HUD portfolios through the web.

In 2007, the Section 236 Program (S236) was introduced in *e*LOCCS, and in 2008, the Section 235 Program (S235) was added. This effort improved the Departments overall financial management and accountability for these programs and automated the payment process. The Service Providers no longer have to mail forms/invoices to HUD to obtain payment, which was a manually intensive process for all parties. The S235/S236 enhancements include real-time approval of payment requests, access to payment schedules, e-mail notifications of anticipated payment deposit dates and other *e*LOCCS functions.

### **1.1 Purpose of Guide**

This guide provides an overview of required security components necessary for Section S235/S236 *e*LOCCS access, with a description of how the components work together and how a user may request access to the security components. Though S235/S236 programs are similar, it also distinguishes their uniqueness as programs through user screens and specific functionality for each program within *e*LOCCS.

## 1.2 Hours of Operation

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

Sunday . . . . . Not Available

## 1.3 eLOCCS Browser Requirements

In concurrence with Secure Systems browser requirements, eLOCCS supports Internet Explorer 6.0.

## 1.4 Acronyms and Abbreviations

Acronym/Abbreviation	Definition
eLOCCS	Internet version of LOCCS
FAQ	Frequently Asked Questions
FHA	Federal Housing Administration
HUD	U.S. Department of Housing and Urban Development
ID	Identification
LOCCS	Line of Credit Control System
OCFO	Office of the Chief Financial Officer
PBCA	Section 8 Performance Based Contract Administrators
PHA	Public Housing Authorities
PIH	Public and Indian Housing
S235	Section 235
REAC	Real Estate Assessment Center
S236 IRP	Section 236 Interest Reduction Payments
URL	Uniform Resource Locator (WWW address)
VRS	Voice Response System
WWW	World Wide Web

## 2.0 SECURITY COMPONENTS

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### 2.1 Secure Systems and FHA Connection

HUD has many online systems available to the public and its business partners, with each online system often providing information or functionality for specific groups or organizations within the general housing industry. The two primary HUD online systems required for gain access to the 236/IRP program in eLOCCS are **Secure Systems** and **FHA Connection**. Both Secure Systems and FHA Connection serve as an internet gateway between the general public and internal HUD applications, each serving a specific set of HUD business partners.

**Secure Systems** is sponsored by the Office of Public and Indian Housings (PIH) Real Estate Assessment Center (REAC). Secure Systems (sometimes referred to as Online Systems) is the general name for the front-end security component controlling access to a suite of PIH systems supporting PHAs, Section 8 PBCAs, and business partners in the multifamily housing industry.

Each of these business partners ultimately receives directly from HUD the subsidy, grant, and/or loan payments to support the many HUD programs funded by Congress each fiscal year. LOCCS, sponsored by OCFO, has been responsible for the disbursement of these funds since 1984. In October 2000, eLOCCS was implemented as a component of REAC's suite of systems under Secure Systems, allowing direct internet access of PIH and Housing-authorized business partners to their HUD portfolio funds.

**FHA Connection** is the front-end security component allowing Federal Housing Administration (FHA) approved lenders to have real-time access to a number of FHA systems for the purpose of originating and servicing FHA loans.

Generally, FHA Connection users (mortgage lenders) do not need to access any applications under Secure Systems. There are exceptions; and Section S235/236 IRP Service Providers who will need to access eLOCCS under Secure Systems are among the exceptions.

#### 2.1.1 Coordinators and Users

The security components for both FHA Connection and Secure Systems are basically identical. Each recognizes two types of trusted business partner users: coordinators and users. In most cases, coordinators perform only system administration functions. These functions include establishing their profile as coordinators to HUD systems and activating users by assigning systems and roles.



This guide contains only an overview of the FHA Connection registration process. Additional FHA Connection registration information can be found at <https://entp.hud.gov/clas/info.html>.

Because of the security similarities, FHA Connection was modified to share its security profile with Secure Systems for selected applications. eLOCCS has been added to this list, and lenders who

participate in the S235/S236 program may now request eLOCCS “system access” through FHA Connection.

Once eLOCCS "system access" is assigned in FHA Connection, a user can sign-on directly to Secure System with the same FHA Connection User Identification (User ID) and password and select eLOCCS from the list of authorized systems menu.



Secure Systems controls only system-level access for eLOCCS and displays the eLOCCS application link on its menu. Application-level security is maintained by eLOCCS and OCFO. This is a separate necessary security component before full access to eLOCCS is allowed (for details, see Section 2.2).

#### 2.1.2 Assigning eLOCCS Application Roles in FHA Connection

As part of an FHA coordinator’s administrative function, coordinators assign applications and roles in FHA Connection to themselves or a user. To perform the assignment of eLOCCS application and roles, go to the following FHA Connect URL:

<https://entp.hud.gov/clas/index.html>

Select the ‘Sign On’ icon and enter your user name and password to sign into FHA Connection when prompted. Select the ‘OK’ button or press the ‘Enter’ key. Then click on the ‘ID Maintenance’ icon which will retrieve the ‘ID Maintenance’ screen. From this screen, select the FHA Connection ID Administration link. Then Enter the FHA User ID in the FHA ID input box and click the ‘Send’ button. The FHA Connection ID Administration screen will display. Scroll down to the Line of Credit Control System Application (eLOCCS), mark the ‘Query and/or Administrator’ check boxes, and then click the ‘Send’ button. The Coordinator, in performing this administrative function, assigns the eLOCCS application and roles to the user in Secure Systems.

All users should minimally be assigned the Query role. Additionally, adding the Administrator role allows the user to maintain the eLOCCS e-mail module for the business partner (discussed in Section 4). Users who will need to submit vouchers will request the authority on the HUD-27054 described in Section 2.2.

### 2.2 eLOCCS Security Registration

As previously noted, eLOCCS also has application-level security requiring a User ID and password. This is a LOCCS only User ID and password and is separate from the FHA Connection User ID and password. A user will be prompted for a LOCCS User ID and password after selecting the eLOCCS link from the Secure Systems menu.

As the primary program cash management application for the Department, LOCCS is responsible for the final automated disbursement decision of billions in annual HUD appropriations. Because of the sensitive financial nature of eLOCCS, this additional level of security is required.

### 2.2.1 LOCCS VRS Access Authorization Security Form (HUD-27054)

eLOCCS application level security is maintained through the submission of a LOCCS VRS Access Authorization Security Form HUD-27054.



Initial LOCCS Business Partner access was through a touch-tone phone in 1990. This Voice Response System (VRS) technology used synthesized speech to guide the user through menus and options. LOCCS access required a 6-digit User ID and password; and, because of touch-tone limitations, both the ID and password were all numeric. LOCCS continues to support VRS; and, the LOCCS User ID and password remain all numeric, even when used through eLOCCS.

A HUD-27054 form must be completed for each staff member of the recipient organization who will perform query or drawdown functions for S235/S236 IRP. The completed form (which must be notarized and signed by an Approving Official) is sent to the appropriate Field Office for review and verification. Following review, the Field Office staff will send the original form to the User Support Branch for assignment of a LOCCS User ID. The user will receive a new user letter containing a 6-digit numeric LOCCS User ID in 7 to 10 business days after the User Support Branch approval process.

If a user already has a valid HUD-27054 eLOCCS ID, it is not necessary to submit another one. However, the HUD-27054 program area needs to be updated to include the S235 or S236 IRP program and type of access desired: Query or Drawdown.

Additional information and a copy of a HUD-27054 LOCCS form can be obtained at the following URL:

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

The HUD-27054 form will appear in PDF format when the link shown above is accessed (**Error! Reference source not found.**). Detailed instructions for filling out the LOCCS VRS Access Authorization Security Form are presented on the second screen. However, there is specific program information required in Sections 5a/b/c of the form: LOCCS Program Area, Program Name, and Access Level. In Sections 5a/b, depending on the appropriate program enter ‘**S235**’ or ‘**S236**’ for the LOCCS Program Area and ‘**S235**’ or ‘**S236/IRP**’ for Program Name. For Section 5c, all users should minimally request Query level access in this section to view the eLOCCS IRP portfolio. Additionally, users that need to perform a voucher draw should request project drawdown access.

The completed LOCCS VRS HUD-27054 form (which must be notarized) is sent to the appropriate Field Office for review and verification. Following review, the Field Office staff will send the original forms to the User Support Branch for assignment of a LOCCS User ID. Once approved by by User Support Branch, the user will receive a ‘new user’ letter within 7 to 10 business days that contains the LOCCS User ID and instructions for the user to create a password. The HUD-27054 User ID must be recertified every 6 months. Each LOCCS user’s Approving Official will be notified of this process.

## **3.0 SIGNING ON TO eLOCCS**

## 3.0 SIGNING ON TO eLOCCS

### 3.1 What You Need Before You Sign-on

- ✓ **An FHA Connection User ID and password.**  
If you do not have an FHA Connection User ID and password, see Section 2.1.1 and talk to your Coordinator.
- ✓ **The eLOCCS application assigned to your FHA Connection User ID and proper eLOCCS roles assigned.**  
If these are not assigned, see Section 2.1.2 and talk to your Coordinator.
- ✓ **A LOCCS User ID and password.**  
If you do not have a LOCCS User ID and password, see Section 2.2.1 regarding HUD-27054 submission.

### 3.2 Two Sign-on Options

Once the three security components described in 3.1 are in place, there are two options for signing on to eLOCCS.

- 1) **Sign-on to FHA Connection by accessing the following URL:**

<https://entp.hud.gov/clas/index.html>

The FHA Connection Home screen displays. Click the ‘Sign On’ icon. Enter your FHA Connection User Name (ID) and password; select the ‘OK’ button or click the ‘Enter’ key. Select the Multi Family FHA link on the menu; then select the eLOCCS – Line of Credit Control System link. This eLOCCS link only sends you to the Secure Systems sign-on screen (via the REAC Online Systems screen where you click the Log In button) and then you are required to re-enter your FHA Connection User ID and password again to enter Secure Systems. The Legal Warning screen displays; click on the ‘Continue’ button, and you are now in Secure Systems. Select the Line of Cost Control System (eLOCCS) application link and enter your LOCCS User ID and password when prompted.

**-OR-**

- 2) **Sign-on to Secure Systems directly by accessing the following URL:**

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

The REAC Online Systems screen displays; click on the ‘Log In’ button. Enter your FHA Connection User ID and password; the Legal Warning screen displays. Click the ‘Continue’ button. In Secure Systems, select the eLOCCS application link and enter your LOCCS User ID and password.

Figure 3-1 illustrates the two sign-on methods.

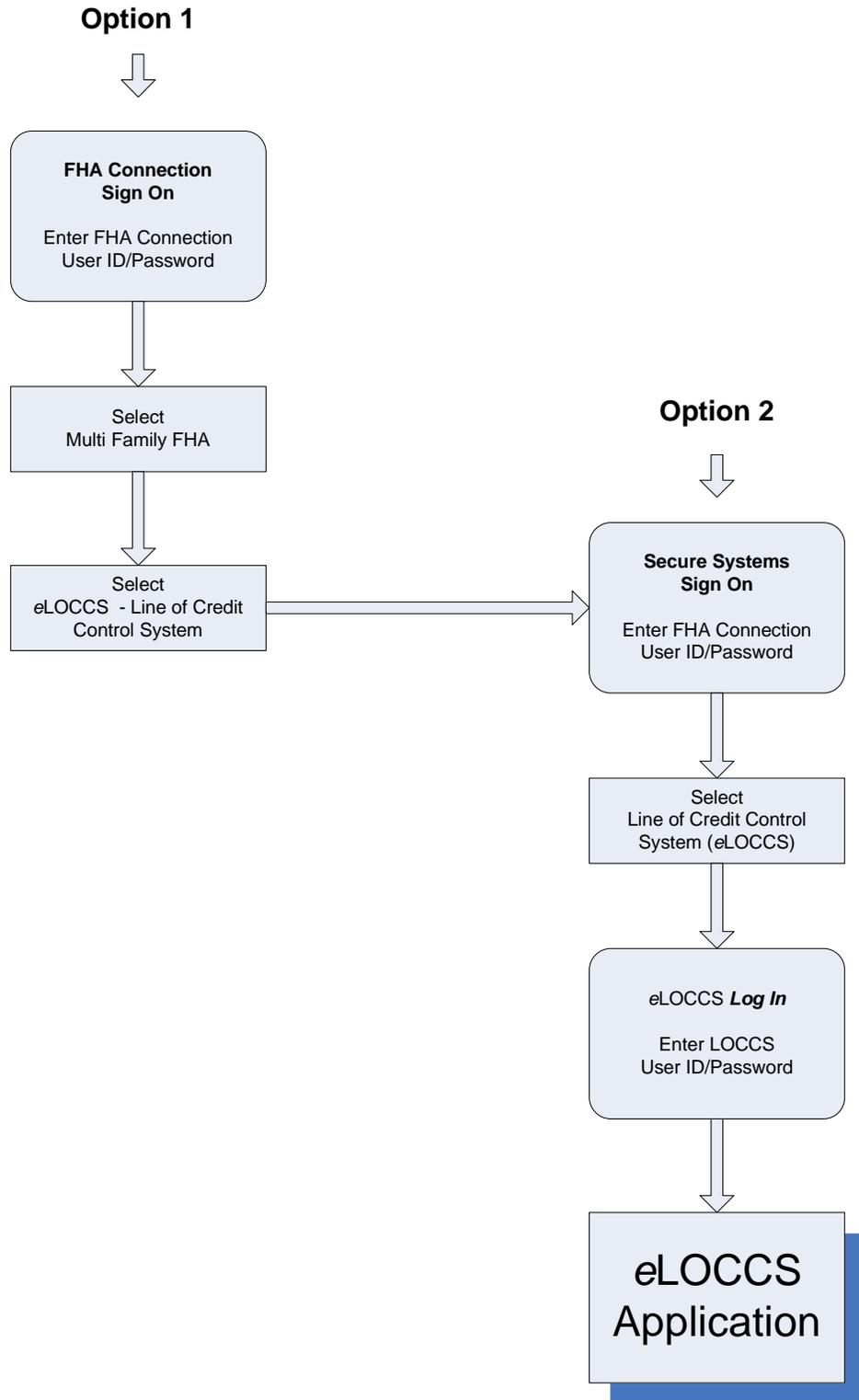


Figure 3-1. Two eLOCCS Sign-on Options

### 3.3 eLOCCS Secure Systems Log In

Sign-on requirements are described in Section 3.0, “Signing on to eLOCCS”. After securing the required user IDs and passwords, the user will see the following screens from Secure Systems (also known as Online Systems).

**Homes & Communities**  
U.S. Department of Housing and Urban Development

**Real Estate Assessment Center**  
About REAC  
Business area products  
Business partners  
Online systems  
Common questions  
Calendar  
Industry user guides  
Library  
Directory  
Training  
Technical support  
Contact us

**HUD news**  
**Homes**  
**Communities**  
**Working with HUD**  
**Resources**  
**Tools**  
Webcasts  
Mailing lists  
Contact us  
Help

Real Estate Assessment Center

En español | Text only | Search/index

## Online Systems

**PIH-REAC System Upgrade Release Schedule:**

- NEW: System Problem on July 6, 2005**  
July 6, 2005, at 10:00 am (EST) a database server at HUD, which supports PIH-REAC systems and security, experienced a disk drive failure [More...](#) (07/07/05)
- Friday August 26, 2005 - 8pm Eastern Time (04/11/05)
- [Click here](#) for the RASS 06/27/05 UPDATE
- Management Operations Certifications** not submitted by the E.D. will be **REJECTED**. (05/23/05)
- Voucher Management System:** VMS will start collecting the February, March, and April leasing data on May 15, 2005. Please have your quarterly submission input into VMS by COB May 31, 2005. (05/10/05)
- Increased Security:** PIH-REAC applications are only accessible using a browser supporting 128 Bit encryption and SSL3. [More...](#) (08/25/04)

**Information by State**  
**Print version**  
**Email this to a friend**

Existing users log in below  
**LOG IN**

Need to access HUD systems?  
Register below:  
**Online Registration**  
**PASSWORD RESET**  
Note: Password reset will require you to provide exact information from your original registration.

**Helpful Tools**  
**On-line Registration**  
**Quick Tips for Registration**

Figure 3-2. Secure Systems Log In Screen

The user will click on the ‘Log In’ button (Figure 3-2 above). The Secure Systems User Login screen, will display (Figure 3-3 below). Users will enter their previously obtained FHA Connection User ID and password and then click on the ‘Log In’ button.

**User Login** mail | help | search | home

User ID

Password

**ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.**

**NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.**

Content updated February 11, 2005

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451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

Figure 3-3. Secure Systems Sign On Screen

The User Login Warning screen as shown in the figure below displays. The user should press the 'Continue' button.

**User Login** mail | help | search | home

**Secure Systems**

Welcome RUTH

**system administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)

**systems**

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)

**Legal Warning**

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

**Warning Notice**

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.

Figure 3-4. User Login Warning Screen

The Secure Systems ‘User Login’ screen is displayed.

**User Login** mail | help | search | home

User ID

Password

**ATTENTION:** This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

**NOTE:** There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out.

Content updated February 11, 2005

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451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

Figure 3-5. Secure Systems User Login

The Main Menu as shown in the figure below displays subsystems that have been assigned to the user. The user selects and double clicks on the Line of Credit Control System (eLOCCS) hyperlink.

**Main Menu** mail | help | search | home | logout

**Secure Systems**

Welcome

**system administration**

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)

**Systems**

- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)

Figure 3-6. Line of Credit Control System (LOCCS) Hyperlink

The next screen to display is the eLOCCS Log In screen as shown in Figure 3-7 below, which requires the user to have previously obtained a LOCCS User ID and password (see Section 2.2). After filling the required fields, the user clicks the ‘Log In’ button.



Figure 3-7. eLOCCS Log In Screen

## **4.0 SECTION 235 eLOCCS FUNCTIONS**

## 4.0 SECTION 235 eLOCCS FUNCTIONS

### 4.1 S235 Functional Overview

All eLOCCS program area modules provide similar functionality, a suite of query options and if applicable, the ability to request funds. In addition, each program area is also customized for anything unique that is required by eLOCCS and/or the user to perform the business needs of the program.

For S235, a number of additional elements are captured in order to perform some unique business requirements of the S235 Program. They include:

<b>Original Mortgage Amt:</b>	This is the original amount of the S235 mortgage.
<b>Original Mortgage Date:</b>	The original signature date of the mortgage.
<b>Interest Rate:</b>	The interest rate of the mortgage.
<b>Formula 1 Amount (F1):</b>	A Servicer provided amount which is the difference between 20% of homeowner's Adjusted Annual Income and the total mortgage payment.
<b>Formula 2 Amount (F2):</b>	An eLOCCS calculation based on a factor lookup as described in HUD Handbook 4330.1, Appendix 52. The factor lookup uses the Original Mortgage Date and Interest Rate as lookup elements, and the F2 calculation is $\text{Original Mortgage Amt} * [\text{factor}] / 1000$ .
<b>Loan Subsidy Begin Date:</b>	This is primed to one month after the Original Mortgage Date. i.e. if the original mortgage date was 01-02-1983, the Subsidy Begin Date is primed to 02-01-1983.
<b>Loan Subsidy End Date:</b>	This is the last month in which subsidy/assistance payments are made, normally 30 years after the Loan Subsidy Begin Date.
<b>Recertification Due Date:</b>	Servicers are required to recertify family income every 12 months which may affect the F1 amount. In eLOCCS, the anniversary date for this recertification is the month the loan subsidy begins. Using the Loan Subsidy Begin Date above, the anniversary month would be every February.
<b>Fee Amount:</b>	This is a \$3 per project/per month handling charge that is in addition to the subsidy payment. <b>NOTE: eLOCCS will automatically calculate any handling fee that is due for a subsidy payment. The Servicer should not include any handling charge on any payment request.</b>
<b>Authorized Amount:</b>	This is the maximum amount that LOCCS will pay for the life of the project/loan. This value has been pre-calculated by HUD, and is based on the run out costs of the subsidy + handling fee from October 2007 to the Loan Subsidy End Date.

### **4.1.1 What You Will See When Signing-On to eLOCCS**

Your S235 project portfolio will only contain projects that HUD has determined are “active”. Active is defined as any project which had a subsidy payment since 10-2007. October 2007 is the conversion month for eLOCCS, and no disbursements prior to 10-2007 will be loaded.

When you first query any project in the portfolio, no disbursements will be reflected, no payment vouchers will be available to query or submit, and no payment schedule will be available. **All** projects will first be required to provide recertification information before a payment schedule is built and before a current voucher submission is accepted. Depending on the recertification anniversary month of the project, multiple recertification cycles will be required by eLOCCS in order to “catch up” with current F1/F2 recertification information.

As an example, assume the projects recertification anniversary month is February and the Servicer gains access to eLOCCS in May 2008. The first 12 month recertification period that eLOCCS will require recertification information is one that includes October 2007.

So for this example, the earliest 12 month recertification period that includes October 2007 is 02-2007 thru 01-2008. A single F1 amount is provided for this period by the Servicer, and eLOCCS will automatically calculate the F2 amount. (Screen prints and additional detail on this process are available in Section 4.4.1). The actual F1/F2 amounts will be built into a project schedule starting with 10-2007 thru 01-2008.

In this example, the current month is May 2008, therefore the next recertification period for 02-2008 thru 01-2009 is also due. Once this is provided, a full 12 months of F1/F2 subsidy ceiling amounts are loaded, and for this project, recertification’s have “caught up” and the next recertification is not due until 02-2009. A controlling payment schedule will be built for this project, and any payments that were requested for 10-2007 thru 05-2008 will automatically be posted in the schedule.

The following sections provide additional detail and screen shot examples. Keep in mind that some of the information displayed will not appear until the initial recertification is performed on the project.

### **4.1.2 eLOCCS LOG In**

From the eLOCCS Log in page, shown below (Figure 4-1), requires the user to have previously obtained a LOCCS User ID and password (see Section 2.2). After filling the required fields, the user clicks the ‘Log In’ button.



Figure 4-1. eLOCCS Log In

After entering LOCCS User ID, the ‘LOCCS Authorizations’ screen (Figure 4-2) will be displayed showing Program Area, Program Area Name, Authorization, and Service Provider Tax ID number. This is the information mapped to your LOCCS ID and submitted on the HUD-27054 (Section 2.2.1).

To continue, the user should click on the [S235](#) hyperlink under ‘Program Area’.

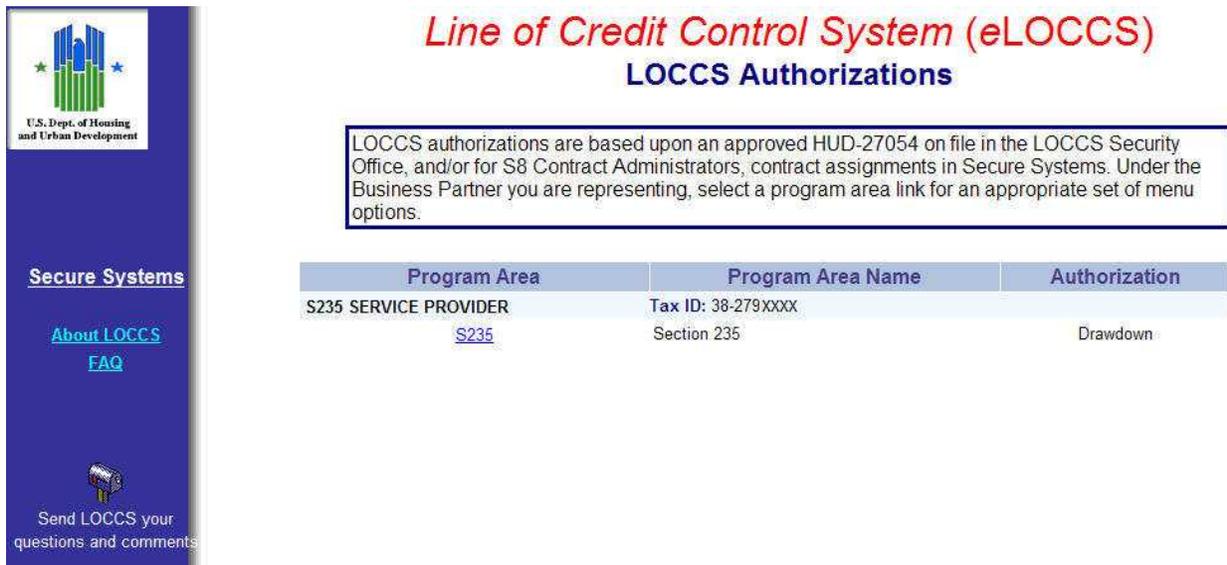


Figure 4-2. LOCCS Authorizations

An ‘eLOCCS Information Needed’ screen as shown in the figure below will appear if the primary email address for the user’s organization has not been provided. Execute the necessary steps, and then click ‘OK’.

Further information describing eLOCCS emails is located in Section 5.4.1.

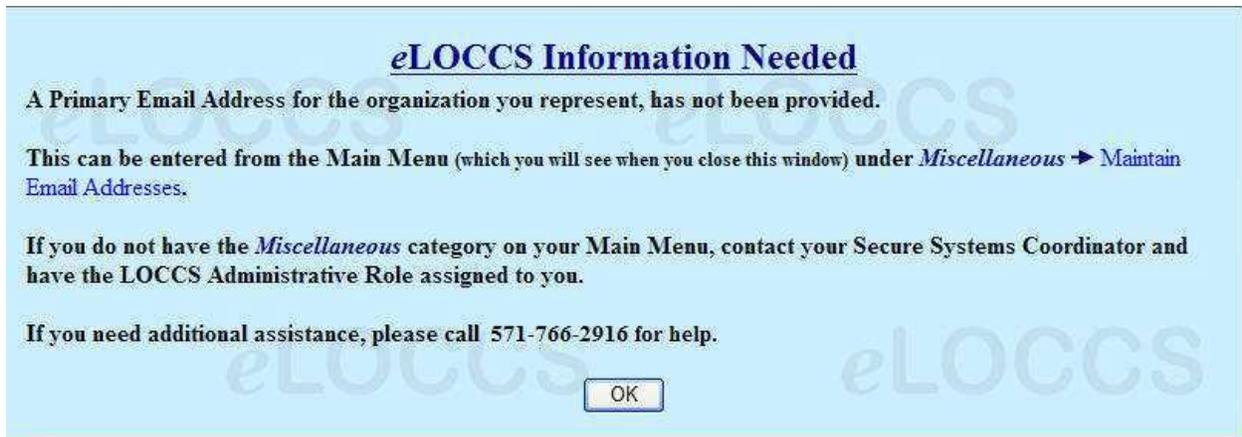


Figure 4-3. Primary Email Address Needed

## 4.2 S235 Main Menu Options

A variety of information is available through eLOCCS; but, depending upon a user's program area authority, menu options may vary. The figure below shows an example of a Main Menu screen in which the 'Service Provider Program Section 235' (S235) was selected from the eLOCCS Authorization screen.



Figure 4-4. Main Menu Options for Authorized Service Provider

The left sidebar of the screen shown in Figure 4-4 above provides the user with the following selections:

<b>Secure System</b>	Returns the user to the Secure Systems Main Menu.
<b>User Profile</b>	Displays user information, roles assigned, and eLOCCS HUD-27054 authority access level.
<b>Change Password</b>	Every 60 days, users will be prompted by eLOCCS to change their passwords. This option allows users to change their password prior to the 60 days, which resets the password change date in eLOCCS.
<b>About eLOCCS</b>	Displays basic eLOCCS information, including hours of operation, points of contact, etc.
<b>FAQ</b>	Reference to frequently asked questions.
<b>Authorizations</b>	Returns the user to the eLOCCS Authorization Screen.
<b>Mailbox</b>	Displays the eLOCCS electronic mailbox for users' questions and comments.

The Main Menu options are described in the subsections that follow.

As a user drills down into eLOCCS data through hyperlinks, the system tracks the path that appears on the eLOCCS navigation bar as hyperlinks. The navigation bar provides the user with a hyperlink trail for returning to a previous screen.

Figure 4-5 below shows the navigation bar, indicating the user started at 'Menu', moved to 'Portfolio' and ended on the 'Voucher Details' screen. To return to any of the previous screens, click the desired hyperlink on the eLOCCS navigation bar.



**Figure 4-5. Navigation Bar**



Browsers provide a “Back” button that takes a user to a previous screen. eLOCCS strongly recommends users refrain from using this button. Users should use the eLOCCS-provided navigation trail. This is especially important when performing updates.

Using the browser’s “Back” button will retrieve old documents that may not reflect the LOCCS database, which is constantly changing.

### 4.3 Queries

#### 4.3.1 Grant Portfolio

The Grant ‘Portfolio’ from the Main menu (Refer to Main Menu, Figure 4-4) lists funding information of ‘All Grants’ by program area authorized for the user. The 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. Icons descriptive of the grant status may appear above the headers.

Icon	Function
	Identifies a new grant which has been added to the portfolio within the past 30 days.
	Recertification due.
	Closed - Project/Grant.
	Warning - Click on grant for specific warning information.
	Represents a suspension. Click on grant to view reason for suspension.

The portfolio default display only shows grants that have an available disburseable balance. 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.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
<b>Section 235</b>					
S235	374-0353286 <i>New</i>	1,403.61	148.53	0.00	1,255.08
S235	374-0445166 <i>New</i>	6,579.47	957.84	0.00	5,621.63
S235	374-0449513 <i>New</i>	3,162.62	674.12	0.00	2,488.50
S235	374-0475378 <i>New</i> Ⓞ	5,398.48	785.92	0.00	4,612.56
S235	374-0501767 <i>New</i>	3,162.62	0.00	632.52	2,530.10
S235	374-0528861 <i>New</i> Ⓞ	3,521.10	0.00	0.00	3,521.10
S235	374-0636120 <i>New</i>	8,800.91	1,027.36	0.00	7,773.55
<b>S235 Subtotal:</b>		<b>\$32,028.81</b>	<b>\$3,593.77</b>	<b>\$632.52</b>	<b>\$27,802.52</b>
<b>Portfolio Totals: Grants: 7</b>		<b>\$32,028.81</b>	<b>\$3,593.77</b>	<b>\$632.52</b>	<b>\$27,802.52</b>

Figure 4-6. Grant Portfolio: All Grants Tab

A user may view a specific program area by clicking the Program Area tab ('S235') next to the 'All Grants' tab as illustrated in the figure below (Figure 4-7). The program portfolio page displays funding information including a S235 contract information section.

New Grant		Recertification Due		S235 Information						
Program Area	Grant No. ▲	Authorized	Disbursed	Payments in Process	Available Balance	Next Recert Date	Original Mortgage	Interest Rate	Original Mortgage Date	Maturity Date
S235	<a href="#">374-0353286</a> <small>New</small>	1,403.61	148.53	0.00	1,255.08	10-01-2008	36,500.00	9.500	10-02-1978	10-01-2008
S235	<a href="#">374-0445166</a> <small>New</small>	6,579.47	957.84	0.00	5,621.63	02-01-2009	44,000.00	11.500	02-02-1980	02-01-2010
S235	<a href="#">374-0449513</a> <small>New</small>	3,162.62	674.12	0.00	2,488.50	06-01-2008	38,000.00	10.000	06-02-1979	06-01-2009
S235	<a href="#">374-0475378</a> <small>New</small>	5,398.48	785.92	0.00	4,612.56	02-01-2008	36,000.00	11.500	02-02-1980	02-01-2010
S235	<a href="#">374-0501767</a> <small>New</small> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">374-0501767</span>	3,162.62	0.00	632.52	2,530.10	06-01-2008	38,000.00	10.000	06-02-1979	06-01-2009
S235	<a href="#">374-0528861</a> <small>New</small>	3,521.10	0.00	0.00	3,521.10	08-01-2007	38,000.00	10.000	08-02-1979	08-01-2009
S235	<a href="#">374-0636120</a> <small>New</small>	8,800.91	1,027.36	0.00	7,773.55	09-01-2008	43,500.00	12.000	09-01-1980	09-01-2010
<b>Portfolio Totals: Grants: 7</b>		<b>\$32,028.81</b>	<b>\$3,593.77</b>	<b>\$632.52</b>	<b>\$27,802.52</b>		<b>\$274,000.00</b>			

Figure 4-7. Program Portfolio

To view additional information on a project, click the appropriate grant hyperlink and the Project Information page (Figure 4-8 below) will display 4 tabs with the 'General' tab set as default. In this example clicking on project number 374-0501767 retrieves contractual organizational, contract dates, and funding information.

Contractual Organization:		Contract Info		Funding	
13-3210378		LOCCS Created:	04-02-2008	Orig. Mortgage:	38,000.00
GREENPOINT MORTGAGE FUNDING INC		Subsidy Begin:	06-02-1979	Authorized:	3,162.62
2300 BROOKSTONE CENTRE PARKWAY		Loan Maturity:	06-01-2009	Disbursed:	0.00
COLUMBUS, GA 31904-2121		Servicer Assigned:	09-01-2007	In process:	632.52
Payee Organization:		Recertification Due:	06-01-2009	Balance:	2,530.10
- same as contractual-		Interest Rate:	10.000%	Collections:	0.00
Region: 11	Office: 00				

Figure 4-8. General Project Information

Clicking on the 'Vouchers' tab shows general voucher information for the selected project as shown in Figure 4-9 below. The screen displays the period of each voucher, the date/time entered, amount, fees and voucher number.

Clicking on the Voucher Number retrieves descriptive information about that voucher. In the example below, Voucher Number 102-000004 is selected.

Service Provider  
Project Information

Menu → Portfolio → Project Information

Project: 374-0501767 (S235) Section 235

General Vouchers Schedule History

⊕ Waiting for due date

		Voucher Period	Entered	Amount	Fee	Voucher No
1)	⊕	10-2007	04-01-2008 02:58	155.13	3.00	102-000004
2)	⊕	11-2007	04-01-2008 02:58	155.13	3.00	102-000004
3)	⊕	12-2007	04-01-2008 02:58	155.13	3.00	102-000004
4)	⊕	01-2008	04-01-2008 02:58	155.13	3.00	102-000004

Figure 4-9. Vouchers for Selected Project

At a minimum, the ‘Voucher Details’ screen will display two tabs, ‘Summary’ and ‘Detail’, for the Project. The ‘Summary’ tab displays a summary amount of the projects submitted, the status of accepted/rejected projects including user submittal information as shown in the figure below.

Service Provider  
Voucher Detail

Menu → Portfolio → Project Information → Voucher Detail

Voucher: 102-000004 (S235) Section 235

Summary Detail

Voucher No: 102-000004

Submitted by: User Name  
on: 04-01-2008 at 02:58 PM  
C:\Documents and Settings\ Name1 .HEADQUARTERS\Desktop\S235\_236\_Files\ VouchRecert Tab delimited files\S235 Voucher File\Service Provider

Due Date: 01-01-2008

Amount: \$632.52

Status: Waiting for due date

	Count:	Amount:	Fee:
Submitted:	4	\$ 620.52	
Accepted:	4	\$ 620.52	\$ 12.00
Rejected:	0	\$ 0.00	

Figure 4-10. Voucher Summary

Clicking on the ‘Detail’ tab provides a ‘Detail’ screen (Figure 4-11 below) that lists all submitted vouchers that have been accepted /rejected with accepted totals, fee and remarks relevant to the voucher.

If a voucher has been canceled, a ‘Rejects’ tab will also appear on the voucher detail screen including a ‘Remarks’ column describing the reason for the voucher cancellation.

Icon	Icon Function
✓	Identifies a project as “accepted” in the Voucher Summary detail.
✗	Identifies a LOCCS rejected voucher.
✗	Identifies a user canceled voucher.

Service Provider  
Voucher Detail

Menu → Portfolio → Project Information → Voucher Detail

Voucher: 102-000004 (S235) Section 235

Summary Detail

✓ Accepted					
	Project No.	Period	Amount	Fee	Remarks
1)	✓ 374-0501767	10-2007	155.13	3.00	
2)	✓ 374-0501767	11-2007	155.13	3.00	
3)	✓ 374-0501767	12-2007	155.13	3.00	
4)	✓ 374-0501767	01-2008	155.13	3.00	
Submitted Totals:			620.52	12.00	
Accepted Totals:			620.52	12.00	Totals include only values marked as Accepted ✓.

Figure 4-11. Voucher Summary Detail

The ‘Schedule’ tab from the Project Information page as shown in the figure below displays individual subsidy months for the period with existing subsidy information including a grayed out Subsidy Ceilings section for columns F1 and F2 amounts. There is a dropdown for the “Subsidy Period” heading to display additional detail. For information on a specific voucher, click on the voucher number.

Icon	Icon Function
↓	Shows detail vouchers making up the subsidy and fee amount. (See Figure 4-13).
↑	Collapses the above detail vouchers.
⌚	Indicates there are pending payments for that subsidy period.
☀	Identifies data for 09/2007 and prior.
⚠	Different Servicer assigned for that subsidy period.

Service Provider  
Project Information

Menu → Portfolio → Project Information

Project: 374-0501767 (S235) Section 235

General Vouchers Schedule History

★ 09-2007 and prior ☑ Includes Payments in Process

	Subsidy Period	Submitted Subsidy	Fee	Subsidy Balance (using lesser of F1/F2)	Subsidy Ceilings	
					F1 Amount	F2 Amount
1)	09-2007 ★	0.00	0.00	0.00	0.00	0.00
2)	10-2007 ☑	155.13	3.00	0.00	200.00	155.13
3)	11-2007 ☑	155.13	3.00	0.00	200.00	155.13
4)	12-2007 ☑	0.00	0.00	155.13	200.00	155.13
5)	01-2008 ☑	155.13	3.00	0.00	200.00	155.13
6)	02-2008	0.00	0.00	155.13	200.00	155.13
7)	03-2008	0.00	0.00	155.13	200.00	155.13
8)	04-2008	0.00	0.00	155.13	200.00	155.13
9)	05-2008	0.00	0.00	155.13	200.00	155.13
10)	06-2008	0.00	0.00	153.01	200.00	153.01
11)	07-2008	0.00	0.00	153.01	200.00	153.01
12)	08-2008	0.00	0.00	153.01	200.00	153.01
13)	09-2008	0.00	0.00	153.01	200.00	153.01
14)	10-2008	0.00	0.00	153.01	200.00	153.01
15)	11-2008	0.00	0.00	153.01	200.00	153.01
16)	12-2008	0.00	0.00	153.01	200.00	153.01
17)	01-2009	0.00	0.00	153.01	200.00	153.01
18)	02-2009	0.00	0.00	153.01	200.00	153.01
19)	03-2009	0.00	0.00	153.01	200.00	153.01
20)	04-2009	0.00	0.00	153.01	200.00	153.01
21)	05-2009	0.00	0.00	153.01	200.00	153.01
<b>Totals:</b>		<b>\$465.39</b>	<b>\$9.00</b>	<b>\$2,611.77</b>		

Figure 4-12. Voucher Schedule Details

Within the subsidy period rows (above figure), a light blue horizontal line is used to distinguish S235 data for 09-2007 and prior as well as appearing before each recertification anniversary month for the project.

In order for a Schedule tab to display a projects initial recertification must be entered. If there are no recertified periods for a project, eLOCCS will display message that the schedule has not been loaded for this project. (See Section 4.4.1, “Recertification”).

Service Provider  
Project Information

Menu → Portfolio → Project Information

Project: 374-0501767 (S235) Section 235

General Vouchers Schedule History

09-2007 and prior Includes Payments in Process

	Subsidy Period	Submitted Subsidy	Fee	Subsidy Balance (using lesser of F1/F2)	Subsidy Ceilings	
					F1 Amount	F2 Amount
1)	09-2007	0.00	0.00	0.00	0.00	0.00
2)	10-2007	155.13	3.00	0.00	200.00	155.13
		155.13	3.00	Voucher 102-000001 entered on 04-02-2008		
3)	11-2007	155.13	3.00	0.00	200.00	155.13
		155.13	3.00	Voucher 102-000001 entered on 04-02-2008		
4)	12-2007	0.00	0.00	155.13	200.00	155.13
5)	01-2008	155.13	3.00	0.00	200.00	155.13
		155.13	3.00	Voucher 102-000002 entered on 04-02-2008		
6)	02-2008	0.00	0.00	155.13	200.00	155.13
7)	03-2008	0.00	0.00	155.13	200.00	155.13
8)	04-2008	0.00	0.00	155.13	200.00	155.13
9)	05-2008	0.00	0.00	155.13	200.00	155.13
10)	06-2008	0.00	0.00	153.01	200.00	153.01
11)	07-2008	0.00	0.00	153.01	200.00	153.01
12)	08-2008	0.00	0.00	153.01	200.00	153.01
13)	09-2008	0.00	0.00	153.01	200.00	153.01
14)	10-2008	0.00	0.00	153.01	200.00	153.01

Figure 4-13. Voucher Schedule with Additional Subsidy Period Details

The ‘History’ tab from the Project Information page provides project information regarding the event, date and responsible party, any additional remarks, and references for a specific project. In the example illustrated in the figure below, a record of the project assignment date, FHA Data update, and Recertification of the project is shown.

Service Provider  
Project Information

Menu → Portfolio → Project Information

Project: 495-1459380 (S235) Section 235

General Vouchers Schedule History

	Event	Date	Remarks	Entered by	Reference
1)	Project Assignment to Service Provider Name Eff: 1981-03-01	03-28-2008 06:31	LOCCS		
2)	FHA Data Update OrigMortAmt= 37,550.00 OrigMortDate=1981-03-01 IntRate=14.000 MaturityDate=2011-03-01	03-28-2008 06:31	LOCCS		
3)	Recertification Period=10-2007to02-2008 F1Amt= 7,878.00 F2Amt= 274.03	03-28-2008 15:39	User Name		

Figure 4-14. Voucher History

### 4.3.2 Voucher Submissions

The 'Voucher Submissions' page on the eLOCCS Main Menu allows servicers the ability to view general information about all vouchers that have been submitted. The figure below illustrates two submitted vouchers. The clock icon next to the voucher illustrates they are both waiting on the due date to be paid. A 'Remarks' column will display any significant notation associated to the voucher. For more detailed description on a voucher click on the 'Voucher Number' link.

	Voucher No.	Period	Submitted	Amount (includes Fee)	Fee	Submitted Count	Accepted Count	Remarks
1)	<a href="#">102-000018</a>	12-2007	04-10-2008	88.12	3.00	1	1	
2)	<a href="#">102-000017</a>	01-2008	04-10-2008	238.12	9.00	3	3	

Figure 4-15. Voucher Submissions Status

### 4.3.3 Wire Payments

The 'Wire Payments' option from the eLOCCS 235 Main Menu screen links to a display of daily summaries of all Wire/Check payments made to the Business Partner.

Click on the 'No of Payments' column to view the 'Wire Payments Detail'. (Figure 4-16 and Figure 4-17 below) The LOCCS voucher disbursements made on the Payment Cycle Date also appear on this screen.

Click on the voucher number to retrieve general information about the voucher.

	LOCCS Payment Cycle	No of Payments	Amount	Treasury Schedule Number	* Estimated Deposit Date
1)	Mon 04-28-2008	2	89,933.58	LH2225	Tues 04-29-2008

Figure 4-16. Wire/Check Payments

	Program Area	Grant	Voucher	Amount
1)	S235	n/a	100-000022	44,923.74
2)	S235	n/a	100-000015	45,009.84
Total:				89,933.58

Figure 4-17. Wire Payments Detail

## 4.4 Updates

### 4.4.1 Recertification

The S235 subsidy assistance program is partially based on the income of the family, therefore Servicers are required to submit every 12 months a 'Recertification of Family Income and Composition', 'HUD 93101-A', for each project. This recertification details changes in the homeowner's income, which may result in a change in the amount of assistance (F1 amount) that HUD pays to the servicer on behalf of the homeowner. Servicers are now able to recertify projects and provide the F1 amounts through eLOCCS.

Previously, there was no automated system at HUD capturing and retaining 'HUD 93101-A' information. Therefore the Servicer must provide initial F1 recertification information on every project in its portfolio before any subsidy payments are made by eLOCCS against the project. A clock icon is displayed next to projects indicating that recertification is due.

The S235 subsidy assistance is edited against two amounts called Formula 1 (F1) and Formula 2 (F2) amounts. Cumulative assistance payments for a specific period cannot exceed the lesser of the F1 or F2 amount. The Servicer provides Formula 1 amounts in eLOCCS during the project's recertification process. Formula 2 amounts are automatically calculated by LOCCS and are based on a predetermined HUD handbook factor method.

Once a project's recertification is accepted, eLOCCS will create a monthly payment scheduled for the recertification period with the Servicer entered F1 amounts and LOCCS calculated F2 amounts. These are used as threshold edit ceilings for subsequent voucher submissions by the Servicer. eLOCCS will allow recertification of a project 60 days prior to the anniversary date.

There are two methods for submitting the (F1) recertification amounts in eLOCCS:

- Manually enter (F1) amounts for multiple projects or
- Upload a tab-delimited file that contains the (F1) amounts for multiple projects.

The following section shows how the (F1) recertification is submitted using the two methods:

**4.4.1.1 Recertification Submittal**

From the main eLOCCS menu as shown in the figure below click on the ‘Recertifications’ hyperlink which retrieves all projects awaiting to be recertified.



**Figure 4-18. eLOCCS Main Menu**

On the Recertification page as illustrated in Figure 4-19 below, projects are listed below headings for Project Number, the Recertification Period Due dates, Formula 1 Amount and Formula 2 Calculation columns.

Note that (F1) amounts have blank input boxes whereas (F2) amounts have automatically been calculated for each project, and are based on the calculation method described in the HUD Handbook. To view (F2) calculations, place the cursor over the calculator  icon.

Icon	Icon Function
	Links to view LOCCS calculations for Formula 2.
	Recertification Accepted
	Links to upload instructions.



**Service Provider**  
**Recertifications**

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

Menu → Recertifications

Recerts Due

F1 Adjustments

 The Formula 1 amount must be entered in the appropriate field below. This amount can be found on the Recertification of Family Income and Composition Form (HUD-93101-A) under Section B Assistance Computation on line 3.

The Formula 2 (Factor Method) has automatically been calculated for each project, and is based on the method described in HUD Handbook 4330.1, Appendix 52. The F2 amount is a calculation of:  $[\text{original mortgage amount} * (\text{lookup factor}) / 1000]$ . These values along with the current year of the loan are visible by placing the cursor over the calculator  icon.

eLOCCS will determine the maximum subsidy amount based on the lesser of the two formulas.

If you have additional questions, please contact Yvette Ford on 202-402-3683 or Annie Luther on 202-402-4700 for assistance.

	Project No	Recertification Period Due	Formula 1 Amount	Formula 2 Calculation
1)	<a href="#">374-0353286</a>	10-2007 thru 09-2008	0.00	161.00 
2)	<a href="#">374-0445166</a>	02-2007 thru 01-2008	0.00	232.00 
3)	<a href="#">374-0449513</a>	06-2007 thru 05-2008	0.00	155.13 
4)	<a href="#">374-0475378</a>	02-2007 thru 01-2008	0.00	190.00 
5)	<a href="#">374-0328861</a>	08-2007 thru 07-2008	0.00	155.13 
6)	<a href="#">374-0636120</a>	09-2007 thru 08-2008	0.00	246.25 

or Local file to upload:    (Upload Instructions)

Figure 4-19. Project List for Recertification

#### 4.4.1.2 Formula 1 Submission – Two Methods

##### Method 1

The first method to recertify a project allows the user to enter F1 amounts to multiple project/periods.

In the example that follows below, the Service Provider has entered individual subsidy amounts for each of their projects.



**Service Provider**  
**Recertifications**

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

Menu → Recertifications

Recerts Due

F1 Adjustments

 The Formula 1 amount must be entered in the appropriate field below. This amount can be found on the Recertification of Family Income and Composition Form (HUD-93101-A) under Section B Assistance Computation on line 3.

The Formula 2 (Factor Method) has automatically been calculated for each project, and is based on the method described in HUD Handbook 4330.1, Appendix 52. The F2 amount is a calculation of:  $[\text{original mortgage amount} * (\text{lookup factor}) / 1000]$ . These values along with the current year of the loan are visible by placing the cursor over the calculator  icon.

eLOCCS will determine the maximum subsidy amount based on the lesser of the two formulas.

If you have additional questions, please contact Yvette Ford on 202-402-3683 or Annie Luther on 202-402-4700 for assistance.

	Project No	Recertification Period Due	Formula 1 Amount	Formula 2 Calculation
1)	<a href="#">374-0353286</a>	10-2007 thru 09-2008	<input type="text" value="150.00"/>	161.00 
2)	<a href="#">374-0445166</a>	02-2007 thru 01-2008	<input type="text" value="200.00"/>	232.00 
3)	<a href="#">374-0449513</a>	06-2007 thru 05-2008	<input type="text" value="150.00"/>	155.13 
4)	<a href="#">374-0475378</a>	02-2007 thru 01-2008	<input type="text" value="180.00"/>	190.00 
5)	<a href="#">374-0528861</a>	08-2007 thru 07-2008	<input type="text" value="175.00"/>	155.13 
6)	<a href="#">374-0636120</a>	09-2007 thru 08-2008	<input type="text" value="300.00"/>	246.25 

or Local file to upload:    (Upload Instructions)

**Figure 4-20. Projects for Recertification**

After F1 amounts have been populated, click the ‘Submit’ button and eLOCCS will return the result.

In the example shown in the figure below, subsidy amounts have been accepted for all 6 projects indicated by the check mark in the Status column. eLOCCS will return failure reasons for projects that are not successful.

	Project No	Next Recert Due	Formula 1 Amount	Formula 2 Calculation	Status
1)	374-0353286	10-2008	150.00	161.00	✓
2)	374-0445166	02-2008	200.00	232.00	✓
3)	374-0449513	06-2008	150.00	155.13	✓
4)	374-0475378	02-2008	180.00	190.00	✓
5)	374-0528861	08-2008	175.00	155.13	✓
6)	374-0636120	09-2008	300.00	246.25	✓

Figure 4-21. All F1 Subsidy Amounts Have Been Accepted

## Method 2

The second method to recertify a project allows the user to enter F1 subsidy amounts to multiple projects/periods by creating a tab-delimited file with two columns containing the following project information.

- Project Number
- Formula 1 Calculation

The file is then uploaded in eLOCCS: This data must be submitted in an external tab-delimited file format. (See Section 4.4.4, “Manually Creating a Tab-Delimited Text File” and also Section 5.3.2 which includes tips for creating a tab-delimited text file from Microsoft Excel.)

Assuming the external file has been created, the next step is to upload the file. Instructions on uploading the file are available by clicking on the ‘Upload instruction’  icon as shown in the Figure 4-22 below.

The following figure provides an example of the upload process.

Click on ‘Browse’ to target the external tab-delimited file.

The Formula 1 amount must be entered in the appropriate field below. This amount can be found on the Recertification of Family Income and Composition Form (HUD-93101-A) under Section B Assistance Computation on line 3.

The Formula 2 (Factor Method) has automatically been calculated for each project, and is based on the method described in HUD Handbook 4330.1, Appendix 52. The F2 amount is a calculation of:  $[\text{original mortgage amount} \times (\text{lookup factor}) / 1000]$ . These values along with the current year of the loan are visible by placing the cursor over the calculator icon.

eLOCCS will determine the maximum subsidy amount based on the lesser of the two formulas.

If you have additional questions, please contact Yvette Ford on 202-402-3683 or Annie Luther on 202-402-4700 for assistance.

Project No	Recertification Period Due	Formula 1 Amount	Formula 2 Calculation
1) <a href="#">374-0353286</a>	10-2007 thru 09-2008	<input type="text"/>	161.00
2) <a href="#">374-0445166</a>	02-2007 thru 01-2008	<input type="text"/>	232.00
3) <a href="#">374-0449513</a>	06-2007 thru 05-2008	<input type="text"/>	155.13
4) <a href="#">374-0475378</a>	02-2007 thru 01-2008	<input type="text"/>	190.00
5) <a href="#">374-0528861</a>	08-2007 thru 07-2008	<input type="text"/>	155.13
6) <a href="#">374-0636120</a>	09-2007 thru 08-2008	<input type="text"/>	246.25

or Local file to upload:  **Browse...** (Upload Instructions)

Figure 4-22. Project List for Recertification

Once the file has been selected, click ‘Open’ to import the file (as shown in the figure below).

Choose file

Look in: S235 Recert File

ServiceProviderGP

File name: ServiceProviderGP

Files of type: All Files (\*.\*)

Open

Cancel

Figure 4-23. Select External Tab-delimited File to Import

After the file has been imported successfully, the F1 amounts are populated with the corresponding project periods. The file may also be viewed by clicking ‘View File’ (Figure 4-22).

At this point a user has the capability of manually adjusting any of the F1 amount fields before a final submission.

Confirm the data, click the ‘Submit’ button and eLOCCS will return the result as shown in Figure 4-24 below.

The screenshot shows the 'Recertifications' page for a 'Service Provider'. It includes a navigation menu, tabs for 'Recerts Due' and 'F1 Adjustments', and instructional text about Formula 1 and Formula 2 calculations. A table lists six projects with their respective recertification periods and calculated amounts. A green checkmark icon is present next to the Formula 1 amounts for all projects. Below the table are 'Submit' and 'Clear' buttons, and at the bottom, options for uploading a local file or instructions.

	Project No	Recertification Period Due	Formula 1 Amount	Formula 2 Calculation
1)	<a href="#">374-0353286</a>	10-2007 thru 09-2008	150.00	161.00
2)	<a href="#">374-0445166</a>	02-2007 thru 01-2008	200.00	232.00
3)	<a href="#">374-0449513</a>	06-2007 thru 05-2008	150.00	155.13
4)	<a href="#">374-0475378</a>	02-2007 thru 01-2008	180.00	190.00
5)	<a href="#">374-0528861</a>	08-2007 thru 07-2008	175.00	155.13
6)	<a href="#">374-0636120</a>	09-2007 thru 08-2008	300.00	246.25

Figure 4-24. File Uploaded and F1 Amounts Populated

The figure below illustrates the submittal of all F1 amounts and edits have been successful as indicated by a green checkmark icon. For projects that are not successful, eLOCCS will return failure reasons.

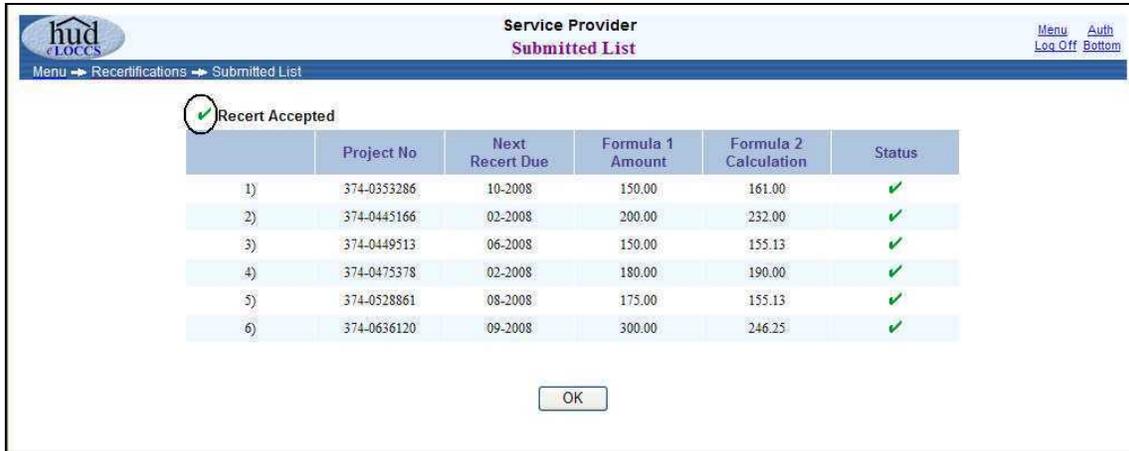


Figure 4-25. File Submitted and All Projects Accepted

### 4.4.2 F1 adjustments

As recertification details change in the homeowners' income, the result may affect the amount of assistance that HUD pays to the Servicer on behalf of the homeowner. A Servicer is required to submit an F1 Adjustment when the family income increases/decreases \$50.00 or more during the year.

To submit an F1 Adjustment in eLOCCS, click on the 'Recertifications' hyperlink from the eLOCCS main menu and a recertification page with two tabs will appear. The 'Recerts Due' is the default tab which will display any projects awaiting recertification. Click on the 'F1 Adjustment' tab to display projects that have previously certified periods.

In the example below, the highlighted Project No 374-0501767 has been selected for an F1 adjustment (Figure 4-26). Mark the box to the right of the 'Recert Period' entry '10-2007 thru 05-2008'.

An F1 Entry page is returned with the subsidy period months selected, Submitted Subsidy amounts, Fee, and subsidy balance including the F1 and F2 columns.

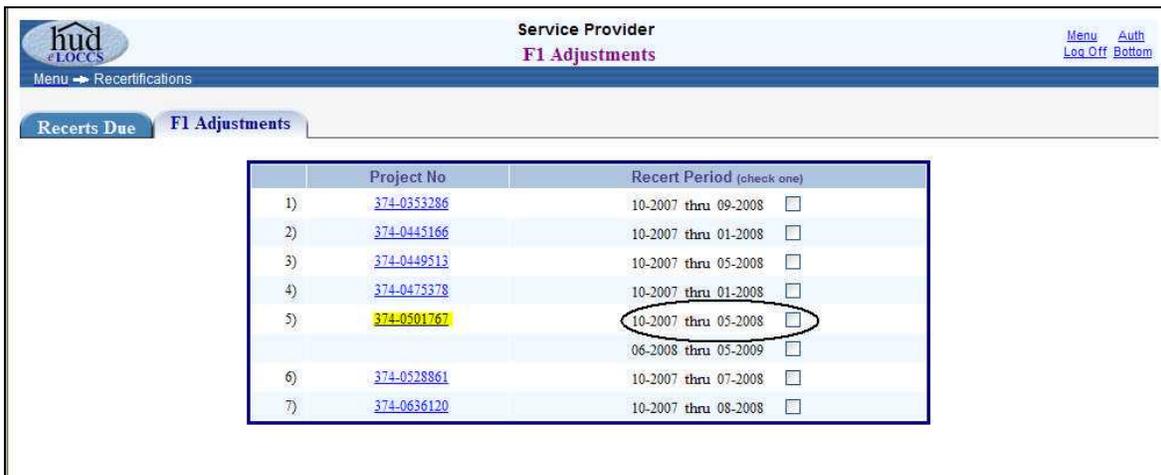


Figure 4-26. Project Number and Period Selection for Recertification

In this example F2 formula calculations equal \$153.13. To adjust F1 subsidy amounts enter amounts in appropriate subsidy fields, enter reason, and click ‘Submit’. The example in the figure below (Figure 4-27) shows that the user updated the F1 subsidy calculation amount from \$200 to \$250 effective 1/2008 through 5/2008.

**Note:** Currently the F1 Adjustment function is unavailable. When it becomes available the submit button will not be blocked.

Simply enter the new F1 amount(s) for appropriate periods, a reason then click submit. See highlighted notation on top of F1 Entry page.

**Service Provider**  
**F1 Entry**

Menu → Recertifications → F1 Entry

Project: 374-0501767 (S235) Section 235

Modifying the F1 amount before the projects annual recertification is due, is not currently available. When available, you will simply enter the new F1 amount(s) for the appropriate periods, a reason and then click submit.

	Subsidy Period	Submitted Subsidy	Fee	Subsidy Balance	F1 Amount	F2 Calculation
1)	10-2007	155.13	3.00	0.00	200.00	155.13
2)	11-2007	155.13	3.00	0.00	200.00	155.13
3)	12-2007	155.13	3.00	0.00	200.00	155.13
4)	01-2008	155.13	3.00	0.00	250.00	155.13
5)	02-2008	0.00	0.00	155.13	250.00	155.13
6)	03-2008	0.00	0.00	155.13	250.00	155.13
7)	04-2008	0.00	0.00	155.13	250.00	155.13
8)	05-2008	0.00	0.00	155.13	250.00	155.13
<b>Totals:</b>		<b>\$620.52</b>	<b>\$12.00</b>	<b>\$620.52</b>		

**Reason:**  
 Update Family Income change effective 1/2008.  
 210 characters left

Figure 4-27. F1 Entry

### 4.4.3 Submitting a Voucher

eLOCCS enables Service Providers with the ability to submit a single voucher containing individual subsidy period requests for each of the S235 projects in their portfolio. Whether a Service Provider has one project in their portfolio or 1,000, the voucher information must be contained in an external tab-delimited file.

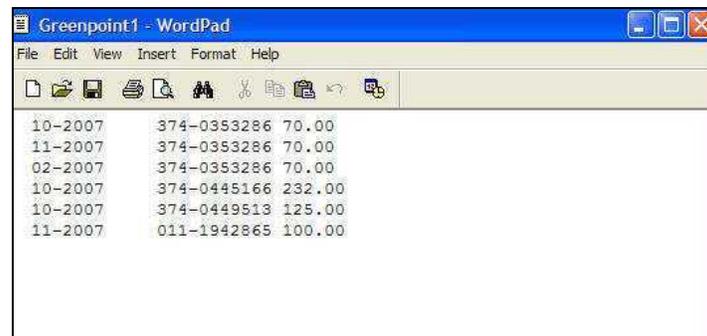
The individual project subsidy amounts must be imported into the voucher process from an external tab-delimited file containing three columns:

- Subsidy Period (MM-YYYY)
- HUD Project Number
- Payment Amount Request (subsidy only)

Service Providers must create the external tab-delimited file by whatever method is available to them. Whether manually created or through an accounting software, as long as the three columns are defined and delimited by a tab character, eLOCCS will accept the file. Although not required by HUD, it is recommended that the file name be unique each month for tracking purposes.

### 4.4.4 Manually Creating a Tab-Delimited File

Most spreadsheet applications such as Microsoft Excel can be used to create this file. Figure 4-28 below illustrates an example of a tab-delimited payment file containing the three data columns using Excel. (See Section 5.3.2 in this guide for 'Tips for Creating a Tab-Delimited Text File from Microsoft Excel'.)



The screenshot shows a WordPad window titled 'Greenpoint1 - WordPad'. The text inside is a tab-delimited file with three columns: Subsidy Period (MM-YYYY), HUD Project Number, and Payment Amount Request. The data is as follows:

10-2007	374-0353286	70.00
11-2007	374-0353286	70.00
02-2007	374-0353286	70.00
10-2007	374-0445166	232.00
10-2007	374-0449513	125.00
11-2007	011-1942865	100.00

Figure 4-28. Example of Tab-delimited File with Required Voucher Information

## 4.4.5 Payment Voucher Entry

Once a tab-delimited file has been prepared, the voucher draw process can begin.



Note that LOCCS makes disbursements for the majority of HUD's grant, subsidy, and loan programs, with many programs having unique processing and/or disbursement requirements. Many screens in eLOCCS are generic in order to handle the diverse requirements, and the Payment Voucher Selection screen is one of them.

Depending on the users' authorizations and the number of HUD programs the organization participates in, the Payment Voucher Selection screen will display all the available grants/subsidy/loans across all the available HUD programs for that organization. Screen headings show Grant No., Authorized, Disbursed, and Balance to provide as much information as possible.

From the eLOCCS Main Menu, select the 'Payment Voucher Entry' hyperlink which will display a 'Payment Voucher Selection' screen as shown in the figure below. Simply mark the desired check box next to the grant or program and click the 'Submit' button.

The screenshot shows the 'Payment Voucher Selection' screen. At the top, there is a header with the HUD eLOCCS logo, the title 'Service Provider Payment Voucher Selection', and links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. Below the header, there is a blue bar with 'Menu → Voucher Selection'. The main content area contains instructions: '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 with the following structure:

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Section 235		<input checked="" type="checkbox"/>			
S235	Section 235				

At the bottom of the screen, there are three buttons: 'Submit', 'Reset', and 'Cancel'.

**Figure 4-29. Payment Voucher Selection**

After the Servicer submits the payment voucher entry, a 'Voucher Entry' screen is displayed.

An expected tab-delimited payment file containing the Service Provider project information is required to begin the voucher processing. Service Providers must prepare this payment file off-line in a tab-delimited format described in Sections 4.4.4 and 5.3.2.

Click on the 'Browse' button to locate the file from your network.

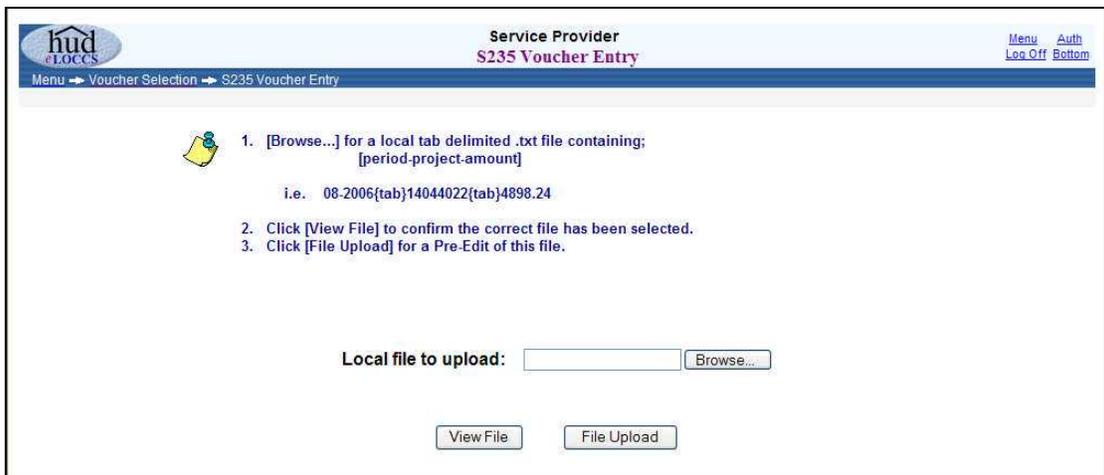


Figure 4-30. Browse to Locate File on Network

Select the tab-delimited file from your network and click ‘Open’.

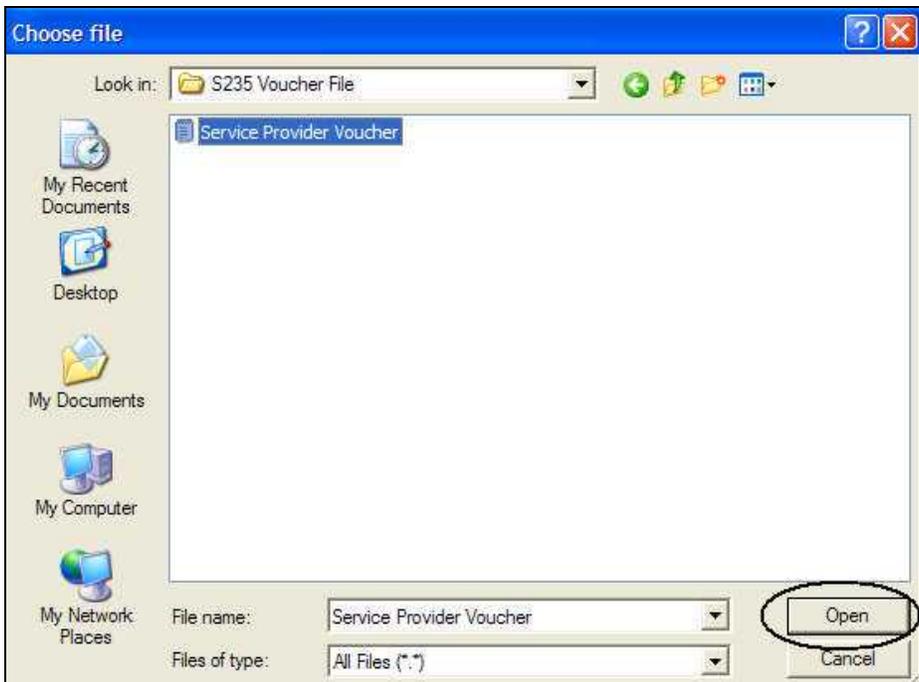


Figure 4-31. Service Provider Voucher File

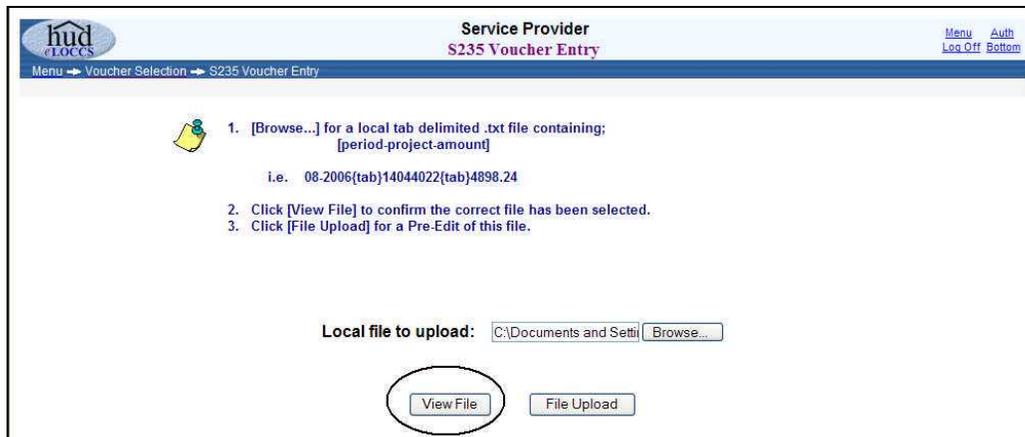


Figure 4-32. S235 Voucher Entry

The imported file as shown in the figure below can be viewed for confirmation by clicking ‘View File’ button. (**Note:** If prompted with ‘Do you want to open or save this file?’, click the ‘Open’ button to view.)

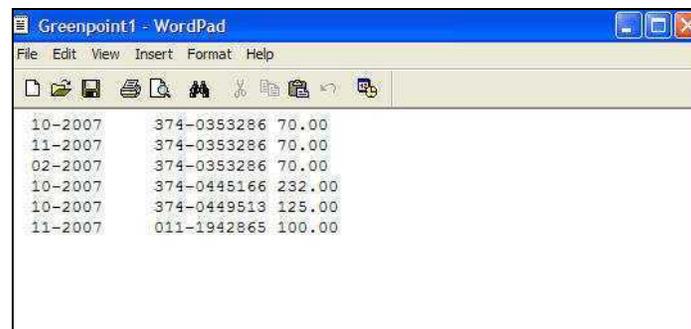


Figure 4-33. Imported File for Viewing

Click the ‘File Upload’ button when ready to import and begin eLOCCS payment file processing.

eLOCCS has two file processing phases that the payment file will pass through before a payment voucher request is made: **Pre-edit of the payment file** and **Final processing of the payment file**.

#### 4.4.5.1 Phase 1 - Pre-Edit of Voucher Payment File

After selecting the ‘File Upload’ button, eLOCCS initially performs a pre-edit on the payment file before final submission for processing. The primary purpose of the pre-edit phase is to validate the format of the selected file. For example, the period must be a valid month and year and not more than 1 month in the future.

The pre-edit phase also provides the final opportunity to review the results of the selected file. Once a file is uploaded, eLOCCS will display a summary tab with the subsidy amount and project totaled. Along with the summary tab a detail tab will also display detail project information. If the Servicer agrees with the results of the pre-edit, the user will submit the file for final processing.

There are two possible ‘Payment Voucher’ pre-edit outcomes returned by eLOCCS.

- 1) A successful pre-edit file.
- 2) An unsuccessful pre-edit.

Regardless of possible pre-edit file outcomes, eLOCCS will return a Voucher Entry page with pre-edit tab results.

If the pre-edit file is successful, the Servicer can click on the ‘Submit’ button to continue voucher processing (Figure 4-34).

If errors are detected in the file, eLOCCS will not allow final submission of the voucher (Figure 4-36). The errors in the file must be corrected outside of eLOCCS and re-imported for pre-edit processing again.

The following sections illustrate these two voucher file pre-edit conditions that may appear.

#### **4.4.5.2 Successful Pre-Edit Payment File**

On a successful pre-edit payment file, a ‘Summary’ and ‘View Data’ tab of the S235 Payment voucher will be displayed indicating that the pre-editing of the file was successful. Figure 4-34 below illustrates a payment voucher request of \$699.00 for 4 projects.



**Service Provider**  
**S235 Voucher Entry**

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

Menu → Voucher Selection → S235 Voucher Entry

Summary

View Data

**eLOCCS**  
**S235** Section 235  
**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 (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 <b>102 -*****</b>	2. LOCCS Pgrm Area <b>S235</b>	3. Payment Period <b>Pending</b>	4.
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>Service Provider</b>		
8. Grant or Project No. <b>n/a</b>	8a. Grantee Organization TIN <b>16-053XXXX</b> <span style="float: right;"><b>Service Provider</b></span>		

**Import File:** C:\Documents and Settings\S235 Voucher File\Service Provider Voucher.txt

<b>Number of Projects:</b> <b>4</b>	<b>Amount:</b> <b>\$ 699.00</b>
-------------------------------------	---------------------------------

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  <b>User Name</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>03-29-2008</b>

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-S235-a (4/2000)

**The Pre-Editing of this file was successful. Please verify the Number of Projects and Amount are correct. Then select the Submit button for final processing.**

Figure 4-34. Summary Tab of Successful Pre-Edit Voucher

A 'View Data' tab is available to view all the projects in the file (Figure 4-35). Notice the Fee column has 'Pending' for all 4 projects. LOCCS will determine if a \$3.00 fee handling charge is appropriate for that request on final processing.

S235 and S236 IRP Getting Started Guide

4-27

The screenshot shows the 'Service Provider S235 Voucher Entry' interface. At the top, there is a navigation bar with 'Menu', 'Auth', 'Log Off', and 'Bottom' links. Below the navigation bar, there are two tabs: 'Summary' and 'View Data'. The 'View Data' tab is active, displaying a table with the following data:

Data File Line No.	Period	Project No.	Amount	Fee
1	10-2007	441-2588121	182.00	Pending
2	10-2007	497-0437674	100.00	Pending
3	11-2007	497-0437674	100.00	Pending
4	10-2007	371-0902732	317.00	Pending
<b>Total:</b>			<b>\$699.00</b>	

Figure 4-35. View Data Tab

**4.4.5.3 Unsuccessful Pre-Edit Payment File**

If the file pre-edit payment file was unsuccessful, a ‘Payment Voucher’ screen (Figure 4-36) with a ‘Stop Sign’ and message will appear, indicating that pre-edit errors were noted during the file pre-edit process.



**Service Provider**  
**S235 Voucher Entry**

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

Menu → Voucher Selection → S235 Voucher Entry

Summary

Pre-Edit Errors

**eLOCCS**  
**S235** Section 235  
**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 (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 <b>102</b> *XXXXXX	2. LOCCS Pgrm Area <b>S235</b>	3. Payment Period <b>Pending</b>	4.
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>Service Provider</b>		
8. Grant or Project No. <b>n/a</b>	6a. Grantee Organization TIN <b>16-053XXXX</b>		

Import File:

C:\Documents and Settings\S235 Voucher File\Service Provider Voucher.txt

Number of Projects:

4



You cannot submit this voucher because of Pre-Edit errors in the import data file. Click on the Pre-Edit Errors tab for a description of these errors. Make changes to the data file and re-import for processing.

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	
<b>User Name</b>	13. Signature	14. Date of Request <b>03-29-2008</b>

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-S235-a (4/2000)

Figure 4-36. Unsuccessful Entry Due to Pre-Edit Errors

Click the ‘Pre-Edit’ errors tab for a description of the errors. The errors are noted in the ‘Remarks’ section (Figure 4-37).

In the example shown below, the user entered ‘01-200P’ instead of ‘01-2007’ when creating the tab-delimited file. The errors in the file must be corrected outside of eLOCCS and re-imported for pre-edit processing.

Data File Line No.	Period	Project No.	Amount	Remarks
1	10-200P	441-2588121	182.00	no match on file for requested period or period on file not like mm/yyyy or mm-yyyy;

Figure 4-37. Pre-edit Errors

#### 4.4.5.4 Phase 2 – Final Processing of Payment File

Once a payment voucher has successfully passed the pre-edit phase, the voucher is ready to be submitted for the final processing/validation phase. Click ‘Submit’ on the ‘Voucher Entry’ Summary tab screen.

Similar to eLOCCS performing pre-edits on the initial processing phase, eLOCCS performs additional edits on final submission. For instance, a project for the specified subsidy period must be assigned to the Servicer and cumulative subsidy amounts requested for the project period cannot exceed the lesser of F1 or F2 for the period.

There are **three** possible voucher outcomes returned by eLOCCS after a payment voucher has been submitted for final processing:

- Approved Voucher Screen – eLOCCS approved all projects for payment.
- Rejected Voucher Screen - eLOCCS rejected all projects for payment.
- Approved/Rejected Combination Screen– eLOCCS approved/rejected projects for payment.

In an example of the first outcome, in (Figure 4-38), eLOCCS has approved all 4 projects for one total voucher payment of \$612.00 that includes the Service Provider fees. The estimated deposit date on which funds will be wired appears at the bottom of the ‘Voucher Entry’ form.



**Service Provider**  
**S235 Voucher Entry**

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

[Menu](#) → [Voucher Selection](#) → [S235 Voucher Entry](#)

Summary

View Data

**eLOCCS**  
**S235** Section 235  
**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 (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.

**U.S. Department of Housing and Urban Development**

1. Voucher Number <b>102-000020</b>	2. LOCCS Pgrm Area <b>S235</b>	3. Payment Period <b>05-2008</b>	4.
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>Service Provider</b>		
8. Grant or Project No. <b>n/a</b>	6a. Grantee Organization TIN <b>13-321XXXX</b>		

	Count:	Amount:	Fee:
Submitted:	4	\$ 600.00	
Accepted:	4	\$ 600.00	\$ 12.00
Rejected:	0	\$ 0.00	

Import File: C:\Documents and Settings\Service Provider Payment File

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  <b>User Name</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>04-11-2008</b>

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-S235-a (4/2000)

**This Payment Voucher was APPROVED...**

A payment of \$612.00 should be deposited in your account on Thursday May 01, 2008 . Please print this voucher, and retain for your records.

**Figure 4-38. Approved Payment Voucher**

To view the project payment information, click on the ‘View Data’ tab.

Accepted		Project No.	Period	Amount	Fee	Remarks
1)	✓	374-0353286	02-2008	150.00	3.00	
2)	✓	374-0353286	03-2008	150.00	3.00	
3)	✓	374-0353286	04-2008	150.00	3.00	
4)	✓	374-0353286	05-2008	150.00	3.00	
Submitted Totals:				600.00	12.00	
Accepted Totals:				600.00	12.00	Totals include only values marked as Accepted ✓.

Figure 4-39. View Data Tab: All Approved Projects

In the 2nd outcome (Figure 4-40), eLOCCS has rejected/canceled all projects for payment to the Service Provider. In this instance, the entire voucher is cancelled by LOCCS.

Click on the ‘View Data’ or ‘Errors’ tab for description of errors eLOCCS found.



**Service Provider**  
**S235 Voucher Entry**

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

Menu → Voucher Selection → S235 Voucher Entry

Summary

View Data

Errors

**eLOCCS**  
**S235** Section 235  
**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 (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.

**U.S. Department of Housing  
and Urban Development**

1. Voucher Number <b>102-000025</b>	2. LOCCS Pgrm Area <b>\$235</b>	3. Payment Period <b>Pending</b>	4.
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>Service Provider</b>		
8. Grant or Project No. <b>n/a</b>	6a. Grantee Organization TIN <b>16-053xxxx</b>		

	Count:	Amount:	Fee:
Submitted:	2	\$ 332.00	
Accepted:		\$ 0.00	\$ 0.00
Rejected:	2	\$ 332.00	

Import File: C:\Documents and Settings\Oct\_Voucher.txt

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  <b>User Name</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>03-31-2008</b>

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-S235-a (4/2000)

This Payment Voucher was not accepted and has been **CANCELED...**

**Errors were found in the submission and all project requests were rejected. This has resulted in the voucher being automatically canceled.**

Figure 4-40. Rejected Projects

The ‘Remarks’ column (Figure 4-41) indicates that the first project was rejected because of an invalid project number. The second project rejection was because the subsidy amount of \$150 request exceeded the \$100 authorized amount.

X Rejected		Project No.	Period	Amount	Fee	Remarks
1)	X	see remarks	10-2007	182.00	0.00	Project 3210902306 does not exist
2)	X	497-0432733	10-2007	150.00	0.00	This request exceeds the F1 ceiling authorized for this period of +100.00
Total:				0.00	0.00	Totals include only values marked as Accepted ✓

Figure 4-41. View Data Tab: Accepted/Rejected Projects

The primary difference between the two tabs (Figure 4-41 and Figure 4-42) is that the ‘View Data’ tab will return accepted and rejected projects whereas the ‘Errors’ tab returns only rejected/canceled projects.

X Rejected		Project No.	Period	Amount	Fee	Remarks
1)	X	see remarks	10-2007	182.00	n/a	Project 3210902306 does not exist
2)	X	497-0432733	10-2007	150.00	n/a	This request exceeds the F1 ceiling authorized for this period of +100.00
Total:				332.00		

Figure 4-42. Errors Tab: Rejected/Canceled Projects

In the third outcome, four projects have been submitted (Figure 4-43). eLOCCS has approved two projects and rejected/canceled two projects.



**Service Provider**  
**S235 Voucher Entry**

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

Menu → Voucher Selection → S235 Voucher Entry

Summary
View Data
Errors

**eLOCCS**  
**S235 Section 235**  
**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 (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.

**U.S. Department of Housing and Urban Development**

1. Voucher Number <b>102-000015</b>	2. LOCCS Pgrm Area <b>S235</b>	3. Payment Period <b>10-2007</b>	
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>Service Provider</b>		
8. Grant or Project No. <b>n/a</b>	8a. Grantee Organization TIN <b>16-053XXXX</b>		

	Count:	Amount:	Fee:
Submitted:	4	\$ 716.00	
Accepted:	2	\$ 417.00	\$ 6.00
Rejected:	2	\$ 299.00	

Import File: **C:\Documents and Settings\S235 Voucher File\Service Provider Voucher.txt**

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  <b>User Name</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>03-29-2008</b>

**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-S235-a (4/2000)

**This Payment Voucher was APPROVED, however...**

Errors were found in the submission and some project requests were rejected. Click on the errors tab for a list of these projects and the error. The total amount to be paid on this voucher has automatically been reduced by the amount in these error vouchers. A payment of \$423.00 (which includes \$6.00 of fees) should be deposited in your account on Wednesday April 02, 2008. Please print this voucher, and retain for your records.

Figure 4-43. Partially Approved Payment Voucher

The 'View' Data Remarks column in Figure 4-44 below notes that project 441-2588129 has been rejected because it does not exist for the Servicer. Project 497-0437674 is rejected because the cumulative request of \$117.00 exceeds the subsidy of \$100.00 scheduled for that period. In this example, eLOCCS will process only the two approved project periods.

Accepted		Rejected				
	Project No.	Period	Amount	Fee	Remarks	
1)	see remarks	10-2007	182.00	0.00	Project 4412588129 does not exist	
2)	497-0437674	10-2007	117.00	0.00	This request exceeds the F1 ceiling authorized for this period of +100.00	
3)	497-0437674	11-2007	100.00	3.00		
4)	371-0902732	10-2007	317.00	3.00		
Total:			417.00	6.00	Totals include only values marked as Accepted ✓.	

Figure 4-44. View Data for Rejected and Accepted Projects

Rejected						
	Project No.	Period	Amount	Fee	Remarks	
1)	see remarks	10-2007	182.00	n/a	Project 4412588129 does not exist	
2)	497-0437674	10-2007	117.00	n/a	This request exceeds the F1 ceiling authorized for this period of +100.00	
Total:			299.00			

Figure 4-45. Errors for Rejected Projects



For files that contain more than 100 projects, eLOCCS will confirm the receipt and acceptance of the voucher only. Because of the number of projects, processing will be scheduled off-line. You will be notified via email of the final processing outcome once eLOCCS processing has completed.

**4.4.5.5 Voucher Submission with Negative Adjustment**

Adjustments to previously submitted subsidy periods are allowed in the voucher file. As long as the cumulative subsidy amount for the period requested does not exceed the lesser of the F1/F2 amounts stored on the payment schedule, LOCCS will accept the request. However no handling fee will be added by LOCCS on supplemental requests.

If previously paid subsidy periods need to be reduced, simply include the negative adjustment in the voucher file with a negative amount.

For example:

05-2008	Project#1	100.00
05-2008	Project#2	120.00
03-2008	Project#1	-20.00
02-2008	Project#3	-10.00

LOCCS will automatically offset any positive subsidy amount by any negative adjustments for a “net” payment. In this example (assuming the 05-2008 subsidies will include two \$3.00 handling fees), a payment for \$196.00 will be wired to the Servicer. (100.00 + 3.00 + 120.00 + 3.00 – 20.00 – 10.00).

Any negative adjustment cannot be more than what LOCCS has recorded as disbursed in that period. In addition, if the entire subsidy for the period is reversed, LOCCS will automatically collect the \$3.00 handling fee for that period.

#### **4.4.5.6 Determining the Voucher Scheduled Pay Date**

LOCCS does not split a voucher for payment; the voucher is paid in its entirety at the same time. By allowing the S235 file to contain both project and period elements, the payments could technically be due on different dates. For example, if a voucher file was submitted on 03-22-2008 with both 04-2008 and 03-2008 subsidy payments, the 04-2008 payments would not be due until 04-01-2008; however the 03-2008 payments could be paid immediately.

LOCCS will not split a S235 voucher for payment and will automatically calculate a “voucher level” payment deposit date based on the latest subsidy period accepted in the file. In the example given, this would mean the generated voucher would have a 04-01-2008 scheduled deposit date. Any subsidy payments in the file with periods prior to 04-2008, would wait until the 04-01-2008 pay date to be paid. If the Servicer needed to have the 03-2008 and prior funds immediately, they could submit those payments in a separate voucher which would be paid that night in LOCCS.

#### **Multiple Projects in a file**

LOCCS will allow multiple projects in a file, as long as they are for different periods. The entire voucher will be rejected if a project with the same period is detected in the file more than once.

#### **13<sup>th</sup> Month Recertification Period**

HUD allows a subsidy payment one month beyond the most currently submitted recertification period. This provides a one month grace period in which the Servicer can receive subsidy while they are still gathering information necessary for the recertification process. If LOCCS detects a subsidy request for the 13th month, that period will automatically be created in the projects schedule with an F1 amount equal to the F1 value in the prior month, which is the 12th month of the most recent recertification period. Once recertified for the next 12 months, the Servicer provided new F1 amount will overlay the F1 amount in that first month.

#### **Pre 10-2007 Requests**

Any pre 10-2007 request, whether a subsidy payment or negative adjustment, must be coordinated with HUD-OCFO. LOCCS will accommodate a pre 10-2007 adjustment by using the 09-2007 period created in every schedule. This period is initially created with a zero dollar F1/F2 amount, effectively preventing any payment against it.

If a \$50.00 subsidy payment for 08-2007 was missed, contact OCFO, and if approved, they will adjust the F1/F2 amount in the 09-2007 period to \$50.00. LOCCS will then accept an 08-2007 period voucher

request and edit and post against the 09-2007 schedule period. If additional pre 10-2007 subsidies are needed, once contacted and approved by OCFO, they will simply increase the F1/F2 threshold to whatever cumulative pre 10-2007 amount that is agreed to.

### 4.4.6 Cancel a Voucher

Users who have the authority to create a voucher request can cancel that request prior to LOCCS payment processing. The ‘Cancel Voucher’ option is accessed from the Main Menu. When this option is selected, eLOCCS will display any outstanding unpaid vouchers that may be canceled (Figure 4-46).



Figure 4-46. Cancel Voucher Selection

Select the cancel icon under the ‘Action’ column and a list of projects for that voucher will appear (Figure 4-47). Users have the ability to cancel an entire voucher or specific projects from the voucher request.

In this example, the voucher has 2 projects that can be individually selected for cancellation.

After marking the desired boxes next to projects for cancellation, enter a reason, and click the ‘Submit’ button (Figure 4-47).



Figure 4-47. Cancel Voucher Reason

A confirmation of the voucher cancellation will be displayed.



**Figure 4-48. Cancel Voucher Confirmation**

Another voucher may now be entered against the project, if needed.

## 4.5 Miscellaneous

### 4.5.1 Email Addresses

#### 4.5.1.1 Maintain Email Addresses

The ‘Maintain Email Addresses’ screen allows users to add/update the primary email address for the user’s organization if it has not been provided (Figure 4-49). The purpose of maintaining the primary email address is to receive notifications of HUD funding activities that impact the Business Partner projects in a portfolio. The Business Partner maintains both the email address repository list and the eLOCCS distribution of reports that each email address will receive.

To perform email address updates, users must be assigned the eLOCCS ‘Administrator’ role in FHA Connection. See Section 2.1.2, “Assigning eLOCCS Application Roles in FHA Connection”. This will allow the eLOCCS options, the ‘Maintain Email Addresses’, and ‘Maintain Email Assignments’ to appear as hyperlinks on the eLOCCS Main Menu screen.

Clicking on ‘Maintain Email Addresses’ from the Main Menu displays a screen with an upper and lower section as shown in Figure 4-49 that follows below.

The upper section specifies the primary LOCCS email address for the Business Partner. This email address automatically receives all LOCCS email and 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. This type of mailbox has the benefit of being accessible by multiple individuals.

To update your primary email address, click the ‘Update Primary’ button.

**Service Provider**  
**Maintain Email Addresses**

Menu → Maintain Email Addresses

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.

**PRIMARY Email Address:** (Primary receives ALL LOCCS Emails)  
 Name : **Service Provider**  
 Email :

**ADDITIONAL Email Addresses:** (Click the name link to modify or delete)

Name	Email	Phone	Ext.
1)			

Figure 4-49. Maintain Email Addresses

The ‘Update Primary Email Address’ screen appears as shown in the figure below. Enter the email for the organization. Users can add additional email addresses by clicking on the ‘Add Additional’ button on the ‘Maintain Email Addresses’ screen as illustrated in the figure above.

**Service Provider**  
**Update Primary Email Address**

Menu → Maintain Email Addresses → Update Primary Email Address

**UPDATE Primary Email Address:**  
 Name : **Service Provider**  
 EMail :

Figure 4-50. Update Email Address

**4.5.1.2 Maintain Email Assignments**

The ‘Maintain Email Assignments’ screen allows a user to map additional email addresses other than the primary email address to specific emails generated by LOCCS. A user may choose between two presentations of the mapping: (1) ‘By Addressee’ and (2) ‘By Type of Email’ via radio button.

Figure 4-51 depicts the email user ‘By Addressee’ where the types of email reports can be selected.



**Figure 4-51. Maintain Email Assignments by Addressee**

When the presentation is ‘By Type of Email’, the type of email appears as a hyperlink along with users that could be assigned to the email as illustrated in the Figure 4-52 below.

Clicking on a ‘Type of Email’ hyperlink will display a description of the email as well as a sample email.



**Figure 4-52. Maintain Email Assignments by Type**

## **5.0 SECTION 236 eLOCCS FUNCTIONS**

## 5.0 SECTION 236 eLOCCS FUNCTIONS

After providing the LOCCS User ID and password and clicking the 'Log In' button, the LOCCS Authorizations screen is appears as illustrated in the figure below, showing the Program Area, Program Area Name, Authorization, and Service Provider Tax ID number. This is the information mapped to your LOCCS ID and submitted on the HUD-27054 (Section 2.1.2). To continue, the user should click on the [S236](#) hyperlink under 'Program Area'.

Program Area	Program Area Name	Authorization
S236 SERVICE PROVIDER <a href="#">S236</a>	Tax ID: 70-0000037 S236/IRP	Drawdown

Figure 5-1. eLOCCS Authorizations Screen

An 'eLOCCS Information Needed' screen as shown in the figure below will appear if the primary email address for the user's organization has not been provided. Execute the necessary steps, and then click 'OK'.

Further information on eLOCCS emails is in Section 5.4.1.

**eLOCCS Information Needed**

A Primary Email Address for the organization you represent, has not been provided.

This can be entered from the Main Menu (which you will see when you close this window) under *Miscellaneous* → *Maintain Email Addresses*.

If you do not have the *Miscellaneous* category on your Main Menu, contact your Secure Systems Coordinator and have the LOCCS Administrative Role assigned to you.

If you need additional assistance, please call 571-766-2916 for help.

OK

Figure 5-2. Primary Email Address Needed for eLOCCS

## 5.1 Section 236 Main Menu Options

A variety of information is available through eLOCCS; but, depending upon a user's program area authority, menu options may vary. Figure 5-3 shows an example of a Main Menu screen in which the Service Provider Program (S236) was selected from the eLOCCS Authorization screen. The left sidebar provides the user with the following options:

<b>Secure System</b>	Returns the user to the Secure Systems Main Menu.
<b>User Profile</b>	Displays user information, roles assigned, and eLOCCS HUD-27054 authority access level.
<b>Change Password</b>	Every 60 days, users will be prompted by eLOCCS to change their passwords. This option allows users to change their password prior to the 60 days, which resets the password change date in eLOCCS.
<b>About eLOCCS</b>	Displays basic eLOCCS information, hours of operation, points of contact, etc.
<b>FAQ</b>	Reference to frequently asked questions.
<b>Authorizations</b>	Returns the user to the eLOCCS Authorization Screen.
<b>Mailbox</b>	Displays the eLOCCS electronic mailbox for users' questions and comments.

The Main Menu options as depicted in the figure below are described in the subsections that follow.

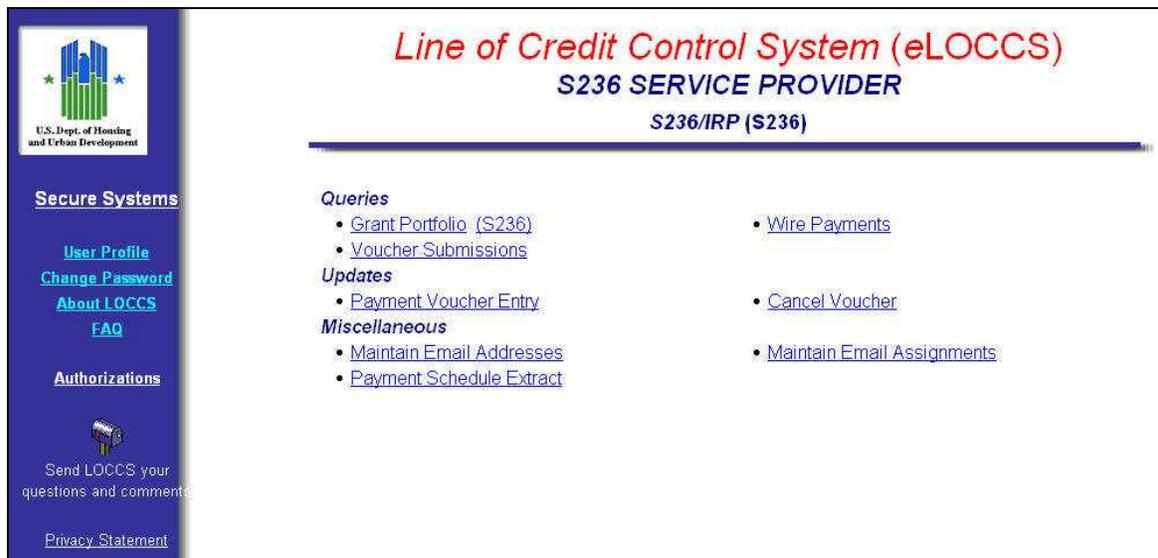


Figure 5-3. eLOCCS S236 Main Menu

As a user drills down into eLOCCS data through hyperlinks, the system tracks the path that appears on the eLOCCS navigation bar as hyperlinks. The navigation bar provides the user with a hyperlink trail for returning to a previous screen. The figure below shows the navigation bar, indicating the user started at Menu > Portfolio > Project Information and ended on the ‘Voucher Details’ screen. To return to any of the previous screens, click the desired hyperlink on the eLOCCS navigation bar.



**Figure 5-4. Navigational Trail Hyperlinks**



Browsers provide a “Back” button that takes a user to a previous screen. eLOCCS strongly recommends users refrain from using this button. Users should use the eLOCCS-provided navigation trail. This is especially important when performing updates.

Using the browser’s “Back” button will retrieve old documents that may not reflect the LOCCS database, which is constantly changing.

## 5.2 Queries

### 5.2.1 Grant Portfolio

Under Queries, the Grant Portfolio (S236) hyperlink displays ‘All Grants’ in the user’s portfolio (illustrated in Figure 5-5). If the user’s organization receives funding for other than the 236 program, those grants will be listed as well. For most 236 providers, the ‘All Grants’ and ‘236’ tabs will be identical.

The portfolio screen offers a budget snapshot of grant information with available balance amounts including any new grants that have been assigned to the Portfolio within the past 30 days. A new icon <sup>New</sup> will be displayed next to the grant for 30 days.

Icon	Function
	Identifies a new grant in the Program Area.
	Identifies projects awaiting recertification.
	Represents a suspension. Click on grant to view reason for suspension.

In the example illustrated below, clicking on Grant number 084-44126 retrieves additional information on the project with a ‘General’ tab set as default.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
<b>S236/IRP</b>					
S236	084-002NT	865,503.35	104,130.20	0.00	761,373.15
S236	084-44059	382,518.68	69,163.15	7,261.68	306,093.85
S236	084-44066	758,114.20	121,406.33	0.00	636,707.87
S236	084-44126	603,343.00	82,387.43	10,263.02	510,692.55
S236	084-44150	436,735.72	51,721.14	7,361.78	377,652.80
<b>S236 Subtotal:</b>		<b>\$3,046,214.95</b>	<b>\$428,808.25</b>	<b>\$24,886.48</b>	<b>\$2,592,520.22</b>
<b>Portfolio Totals:</b>		<b>Grants: 5</b>	<b>\$3,046,214.95</b>	<b>\$428,808.25</b>	<b>\$24,886.48</b>

Figure 5-5. User's Portfolio

Descriptions and examples for the four tabs follow in this section. The 'General' tab details organizational information, contract dates, and funding information specific to that project as shown in the figure below.

Project Name:	Contract Dates	Funding
S236 Service Provider Address	Original Verify: 08-27-2005	Authorized: 603,343.00
Contractual Organization: 70-0000053	Effective Date: 02-01-2004	Disbursed: 82,387.43
S236 SERVICE PROVIDER SERVICE PROVIDERS ADDRESS FAIRFAX, VA 22030-0000	Assigned: 10-01-2004	In process: 10,263.02
Payee Organization: - same as contractual.		Balance: 510,692.55
Region: 11 Office: 97		Collections: 0.00

Figure 5-6. S236 Project Information Screen (General)

Clicking on the 'Vouchers' tab shows general voucher information for the selected project (Figure 5-7). The screen displays the period of each voucher, date/time entered, voucher amount and initial load vouchers. The last column displays voucher numbers.

Since Project subsidy detail payments were not maintained in eLOCCS prior to 10-01-04, payments prior to this period are reflected in an 'initial load voucher' with a voucher period of 09-30-04. Additionally, subsequent project subsidy payments from 10-01-04 through the time when the project becomes active in eLOCCS are reflected through individual initial load vouchers months. For instance, there may be one large 09-30-04 initial load voucher covering the first subsidy payment through 09-30-04 (as shown in line one), and 12 or more initial load vouchers covering 10-01-04 through 09-01-05, and possibly beyond.

Click on a Voucher Number to retrieve descriptive information about that voucher. As an example, Voucher Number 100-000078 has been selected in the figure below.

	✓ Paid	⊙ Awaiting Payment	Voucher Period	Entered	Amount	Voucher No
1)	✓		09-2004 (Initial Load)	08-27-2005 12:18	41,240.96	<a href="#">100-000001</a>
2)	✓		10-2004 (Initial Load)	08-27-2005 12:44	5,155.12	<a href="#">100-000002</a>
3)	✓		11-2004 (Initial Load)	08-27-2005 01:14	5,155.12	<a href="#">100-000003</a>
4)	✓		12-2004 (Initial Load)	08-27-2005 01:42	5,155.12	<a href="#">100-000004</a>
5)	✓		01-2005 (Initial Load)	08-27-2005 02:13	5,155.07	<a href="#">100-000005</a>
6)	✓		02-2005 (Initial Load)	08-27-2005 02:43	5,131.51	<a href="#">100-000006</a>
7)	✓		03-2005 (Initial Load)	08-27-2005 03:10	5,131.51	<a href="#">100-000007</a>
8)	✓		04-2005 (Initial Load)	08-27-2005 03:36	5,131.51	<a href="#">100-000008</a>
9)	✓		07-2005 (Initial Load)	08-27-2005 04:42	5,131.51	<a href="#">100-000011</a>
10)	⊙		09-2005	08-31-2005 12:46	5,131.51	<a href="#">100-000069</a>
11)	⊙		08-2005	09-12-2005 04:03	5,131.51	<a href="#">100-000078</a>

Figure 5-7. Voucher Tab Screen

At a minimum, the ‘Voucher Details’ screen will display two tabs, ‘Summary’ and ‘Detail’, for each voucher in the Project. The ‘Summary’ tab links to the ‘Voucher Summary’ screen as shown in the example below.

Voucher No:	100-000078	Submitted by:	John Smith
Due Date:	08-01-2005	on:	09-12-2005 at 04:03 PM
Amount:	\$12,443.24	Import File:	c:\inetpub\wwwroot\eloccs\hp\700000053095.txt
Status:	WAITING	Count:	Amount:
		Submitted:	3 \$12,443.24
		Accepted:	3 \$12,443.24
		Rejected:	0 \$0.00

Figure 5-8. Voucher Summary

Vouchers contain projects that have been submitted for payment. (See Section 5.3.1 on submitting a voucher.) Clicking on the ‘Detail’ tab provides a ‘Detail’ screen as illustrated below (Figure 5-9) that lists all vouchers accepted and/or rejected. A ‘Rejects’ tab will appear if there are any projects submitted in the voucher that have been rejected or canceled by eLOCCS. Click the ‘Rejects’ tab to view Project Numbers that have been rejected from the voucher and the reason for the rejection.

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

[Menu](#) [Portfolio](#) [Project Information](#) [Voucher Details](#)

Voucher: 100-000078 (S236) S236/IRP

[Summary](#) [Detail](#)

✓ Accepted				
		Project No.	Amount	Remarks
1)	✓	084-44059	3,630.84	
2)	✓	084-44126	5,131.51	
3)	✓	084-44150	3,680.89	

Figure 5-9. Voucher Detail Screen

The 'Schedule' tab from Project Information page as shown in the figure below displays a screen showing a monthly breakdown of each subsidy's due date, total amount, payments submitted (paid or in process), and any difference between the subsidy amount and the payment for a specific grant .

Line 1 of the 'Schedule' screen example shows a collapsed range of voucher period dates to reflect one subsidy payment amount. As mentioned previously, this is part of the initial loading process of project subsidy payments dates from 10-01-03 through 09-30-04, since project subsidy payments were not in eLOCCS prior to 10-01-04. Also, subsequent project subsidy payments from 10-01-04 through the time when the project becomes active in eLOCCS are reflected through individual initial monthly load vouchers.

The amounts in the 'In Process' column display project subsidy payment requests that have been submitted and accepted by eLOCCS, but not paid. A payment cycle is performed each night by LOCCS, selecting payments 2 business days prior to their scheduled payment due date. Payments for that period are packaged and sent to Treasury for deposit in the recipient's bank account on the payment due date, unless the payment due date falls on a weekend or banking holiday. In that case, the deposit is scheduled for the next banking day following the payment due date. The 'Paid' amounts column signifies project subsidy payments that have been sent from HUD to Treasury for payment.

✓ Paid		Due Date	Subsidy	Submitted		Difference
				Paid	In Process	
1)	✓	10-01-2003 thru 09-30-2004	440,932.92	440,932.92		
14)	✓	10-01-2004	36,744.41	35,700.19		1,044.22
15)	✓	11-01-2004	36,744.41	35,700.19		1,044.22
16)	✓	12-01-2004	36,744.41	35,700.19		1,044.22
17)	✓	01-01-2005	36,744.41	35,700.19		1,044.22
18)	✓	02-01-2005	36,744.41	35,700.19		1,044.22
19)	✓	03-01-2005	36,744.41	35,700.19		1,044.22

Figure 5-10. Schedule Screen

The screen linked to the ‘History’ tab as in the figure below provides project information regarding the event, date and responsible party, any additional remarks, and references for a specific grant.

	Event	Date/Who	Remarks	Reference
1)	Assignment	08-16-2005 08:42 AM IRPLD	to AMERICAN PROPERTY FINANCING (700000037) Eff: 2004-10-01	3195966
2)	New Schedule	08-16-2005 08:42 AM IRPLD		3195967
3)	Voucher	08-18-2005 06:56 AM IRPL4	Voucher: 100-000012 Period: 05-2005 Amt: 35,700.19 (Accepted)	3202489
4)	Voucher	08-18-2005 07:31 AM IRPL4	Voucher: 100-000013 Period: 09-2004 Amt: 440,932.92 (Accepted)	3202490
5)	Voucher	08-18-2005 08:18 AM IRPL4	Voucher: 100-000014 Period: 10-2004 Amt: 35,700.19 (Accepted)	3202491
6)	Voucher	08-18-2005 08:37 AM IRPL4	Voucher: 100-000015 Period: 11-2004 Amt: 35,700.19 (Accepted)	3202492
7)	Voucher	08-18-2005 08:56 AM IRPL4	Voucher: 100-000016 Period: 12-2004 Amt: 35,700.19 (Accepted)	3202493
8)	Voucher	08-18-2005 09:14 AM IRPL4	Voucher: 100-000017 Period: 01-2005 Amt: 35,700.19 (Accepted)	3202494
9)	Voucher	08-18-2005 09:31 AM IRPL4	Voucher: 100-000018 Period: 02-2005 Amt: 35,700.19 (Accepted)	3202495
10)	Voucher	08-18-2005 09:47 AM IRPL4	Voucher: 100-000019 Period: 03-2005 Amt: 35,700.19 (Accepted)	3202496
11)	Voucher	08-18-2005 10:06 AM IRPL4	Voucher: 100-000020 Period: 04-2005 Amt: 35,700.19 (Accepted)	3202497

Figure 5-11. History Screen

### 5.2.2 Wire Payments

The 'Wire Payments' option from the eLOCCS 236 Main Menu screen links to a display of daily summaries of all Wire/Check payments made to the Business Partner. Click on the 'No of Payments' column (Figure 5-12) to view the 'Wire Payments Detail' as illustrated in Figure 5-13 below. The LOCCS voucher disbursements made on the Payment Cycle Date also appear on this screen. Click on the voucher number to retrieve general information about the voucher.

	LOCCS Payment Cycle	No of Payments	Amount	Treasury Schedule Number	* Estimated Deposit Date
1)	Tue 08-30-2005	2	89,933.58	LH2225	Wed 08-31-2005

Figure 5-12. Wire/Check Payments

	Program Area	Grant	Voucher	Amount
1)	S236	n/a	<a href="#">100-000022</a>	44,923.74
2)	S236	n/a	<a href="#">100-000015</a>	45,009.84
Total:				89,933.58

Figure 5-13. Wire Payments Detail

### 5.2.3 Voucher Submissions

The 'Voucher Submissions' option displays a snapshot of vouchers that have been accepted and/or rejected by eLOCCS as shown in the figure below. Click on the voucher number hyperlink to retrieve descriptive information about that specific voucher.

	Voucher No.	Period	Submitted	Amount	Submitted Count	Accepted Count	Remarks
1)	<a href="#">100-000078</a>	08-2005	09-12-2005	12,443.24	3	3	

Figure 5-14. Voucher Submissions Screen

## 5.3 Updates

### 5.3.1 Submitting a Voucher

eLOCCS provides Service Providers the ability to submit a single voucher containing individual subsidy requests for each of their S236 projects in their portfolio. The individual project subsidy amounts must be imported into the voucher process from an external tab-delimited file containing three columns:

- Voucher Period (MM-YYYY)
- HUD Project number
- Payment Amount Request

Whether Service Providers have one project in their portfolio or 1,000, the voucher detail must be contained in an external tab-delimited file. Accepted project payments will be summed up, and a single wire transfer to the Service Provider will be made that is payable on the 1st of the month of the submitted voucher period. If the 1st falls on a weekend or banking holiday, LOCCS will schedule payment for deposit the first business day following the 1st of the month. If the voucher request is for a past subsidy voucher period, payment will be made that night in LOCCS for a scheduled deposit in 2 business days.

It is up to Service Providers to create the external tab-delimited file by whatever method is available to them. Whether manually created or created through their accounting software, as long as the three columns are defined and delimited by a tab character, eLOCCS will accept the file. Although not required by HUD, it is recommended that the file name be unique each month for tracking purposes. Section 5.3.2 that follows provides an example of how to manually create the file using Microsoft Excel.



For service providers submitting a voucher for HUD-Held properties, the local file name must be in [yyyymm-#####.txt] format, where ##### is an 8 digit SF-1081 number. eLOCCS utilizes this file name format to extract the SF-1081 number and generate appropriate HUD accounting transactions. A reminder message will appear if the file name is not in the specified format .

### 5.3.2 Manually Creating a Tab-Delimited File

Most spreadsheet applications such as Microsoft Excel can be used to create this file. The figure below illustrates an example of a tab-delimited payment file containing the three data columns created in Excel.

Voucher Period	HUD Project number	Payment Amount Request
08-2005	012005NI	44.41
08-2005	012031NI	37.60
08-2005	012167NI	19.08
08-2005	013440NI	32.00

Figure 5-15. Tab De-Limited Payment File



### Tips for Creating a Tab-Delimited Text File from Microsoft Excel

- Format the three column headings in a blank Excel spreadsheet prior to entering any data. Column 'A' will be for entering voucher period date, Column 'B' the HUD project number and Column 'C' payment requests.
- Columns 'A' and 'B' must have a text format. Highlight both columns and right click to view the list of options. Choose 'Format Cells' and then select 'Text' from the list under the 'Number' category tab. Click 'OK' (Figure 5-16). This allows the voucher period date column to have the 'mm-yyyy' format as well as set column data.
- Column 'C', the payment amount request column, must have a number format. Highlight column 'C' and right click to access the 'Format Cells' options. Select 'Number' under the 'Number' category list tab and select '2' to specify 'Decimal places'. Click 'OK' (Figure 5-17).
- Enter all project subsidy information in their respective data columns.
- Verify file before converting.
- To convert the Microsoft Excel to a tab-delimited file, save the Excel File as 'Text (Tab delimited)' under 'Save as type' and choose the desired 'Save in' directory (Figure 5-18). Enter a local file name.
- For a HUD-Held voucher, the local file name must be in [yyyymm-#####.txt] format when converting, where ##### is an 8 digit 1081 number (Figure 5-21).
- Since the selected file does not support multiple sheets, click 'OK' if prompted (Figure 5-19).
- You may see a prompt alert that the file may contain features not compatible with the text file. Click 'Yes' to keep work in this format (Figure 5-20). As a result, a tab-delimited file (Figure 5-15) is created and saved from the original Excel spreadsheet file.
- It is important to note that when exiting the Excel file, select 'No' to save changes since the file has already been saved. This will prevent the duplication of saving the file and closing out the window prompts mentioned above.

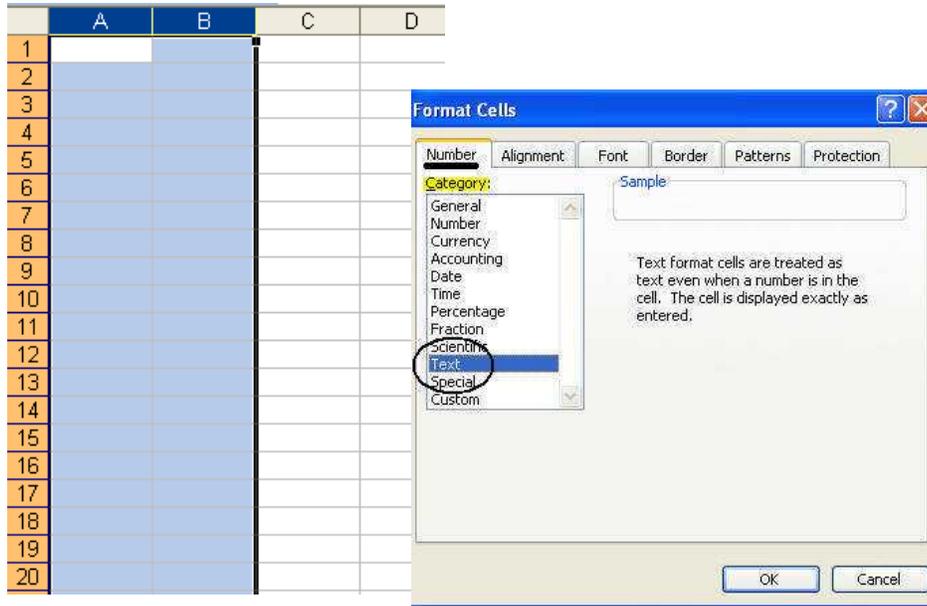


Figure 5-16. Format Excel Spreadsheet for Columns 'A' and 'B' -- 'Text' Selection

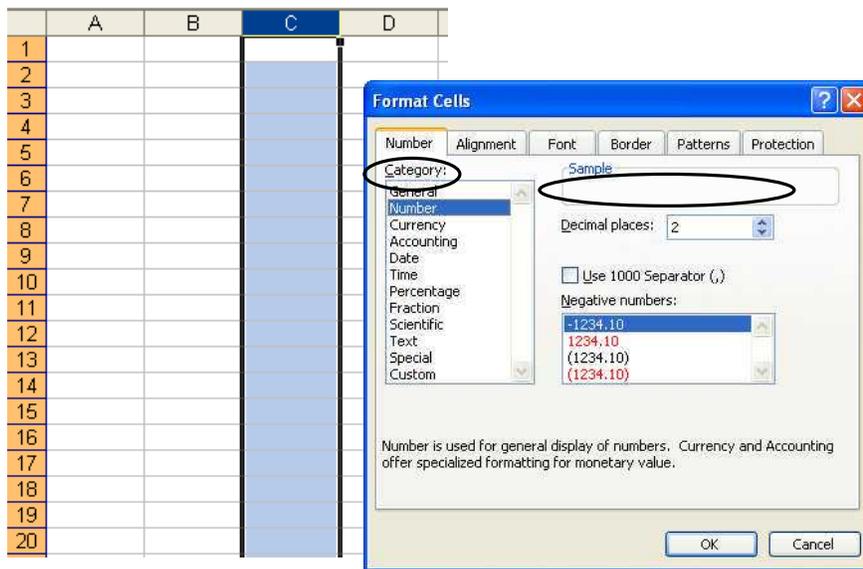


Figure 5-17. Format Excel Spreadsheet for Column 'C'

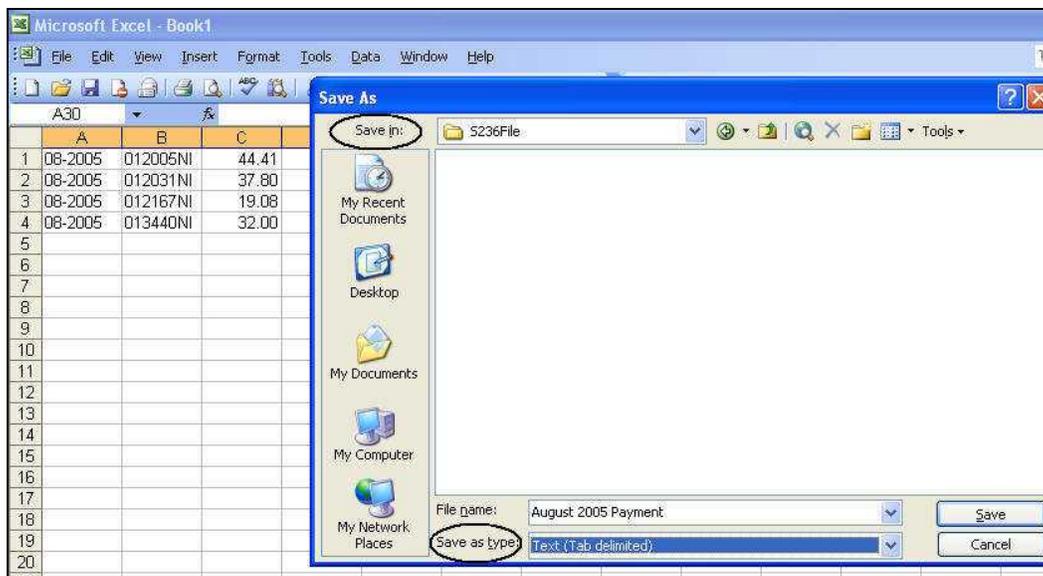


Figure 5-18. Save Excel File as 'Tab delimited'

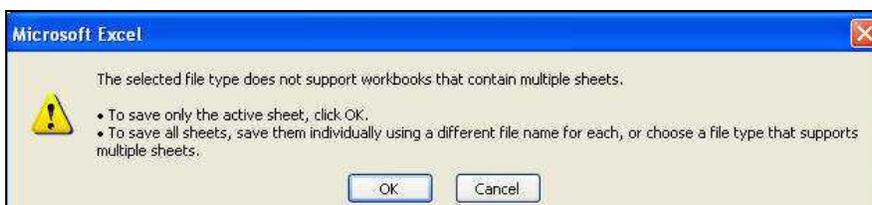


Figure 5-19. Save Only the Active Sheet



Figure 5-20. Click 'Yes' to Keep This Format

The figure below illustrates a reminder message for HUD-Held vouchers regarding the local file name format.



Figure 5-21. Local File Name Format for a HUD-Held Voucher

### 5.3.3 Payment Voucher Entry

Once a tab-delimited file has been prepared as described above, the voucher draw process can begin. From the eLOCCS Main Menu, select the 'Payment Voucher Entry' hyperlink which will display a 'Payment Voucher Selection' screen as shown in the figure below. Simply mark the desired check box next to the grant and click the submit button.



LOCCS makes disbursements for the majority of HUD's grant, subsidy, and loan programs, with many programs having unique processing and/or disbursement requirements. Many screens in eLOCCS are generic in order to handle the diverse requirements, and the Payment Voucher Selection screen is one of them.

Depending on the users' authorizations and the number of HUD programs in which the organization participates, the Payment Voucher Selection screen will display all the available grants/subsidy/loans across all the available HUD programs for that organization. This is why the headings on the screen show Grant No., Authorized, Disbursed, and Balance.

Most Service Providers will not receive any other payments from LOCCS other than the S236 Program, which is why there probably will only be one entry in the voucher selection. With most HUD programs, the organization makes its request at a grant level, specifying the grant and program from which it wishes to perform a drawdown. Since the S236 program essentially submits a single voucher for the "portfolio," there is simply a check box for the S236 program indicating the user wants to begin S236 draw process.

S236 SERVICE PROVIDER  
Payment Voucher Selection

Menu Auth  
Log Off Bottom

Menu → Voucher Selection

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.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
S236/IRP					
S236	<input type="checkbox"/>	Interest Reduction Payments			

Submit Reset Cancel

Back to Top Help

Figure 5-22. Payment Voucher Selection

The 'Voucher Entry' screen will be displayed (Figure 5-23) with two required fields:

- (1) A 'Voucher Period' using the 'mm-yyyy' date format and
- (2) The expected tab-delimited payment file containing the Service Provider's project information request for payment.

Service Providers must prepare this payment file off-line in a tab-delimited format described in Section 5.3.2. Enter the 'Voucher Period' and then click on the 'Browse' button to locate the file from your network as shown in the figure below. Select the tab-delimited file and click 'Open'.

The imported file (Figure 5-25) can be viewed for confirmation by clicking 'View File' button shown in Figure 5-23.

**(Note:** If prompted with 'Do you want to open or save this file?', click the 'Open' button to view.)



The screenshot shows a web application interface for 'S236 SERVICE PROVIDER Voucher Entry'. The header includes the 'hud eLOCCS' logo, the title 'S236 SERVICE PROVIDER Voucher Entry', and navigation links for 'Menu', 'Auth', 'Log Off', and 'Bottom'. A breadcrumb trail shows 'Menu > Voucher Selection > Voucher Entry'. The main content area contains instructions: 'Enter the Voucher Period and local tab delimited file containing the project information. View File to confirm the correct file has been selected and click File Upload for a Pre-edit of this file.' Below the instructions, there is a text input field for 'Voucher Period (mm-yyyy):' with the value '08-2005'. To the right of this field is a 'Browse...' button. Below these is a 'Local file to import:' label followed by an empty text input field and a 'Browse...' button. At the bottom of the form are two buttons: 'File Upload' and 'View File'.

**Figure 5-23. Voucher Entry**

Click on the 'File Upload' button when ready to import and begin eLOCCS payment file processing.

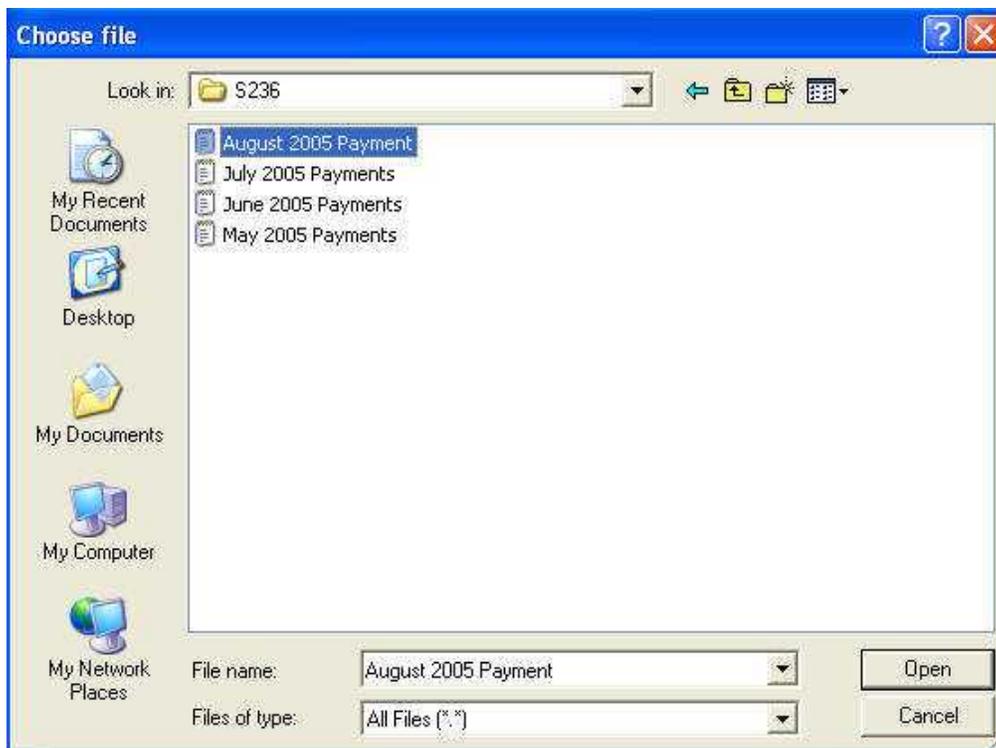


Figure 5-24. Network of Files

Z:\August 2005 Payment.txt - Microsoft Internet Explorer		
08-2005	012005NI	44.41
08-2005	012031NI	37.80
08-2005	012167NI	19.08
08-2005	013440NI	32.00

Figure 5-25. View of Imported File

eLOCCS has two file processing phases that the payment file will pass through before a payment voucher request is made: the **pre-edit of the payment file** and the **final processing of the payment file**. The processing phases are detailed in subsections below.

### 5.3.3.1 Phase I - Pre-Edit of Voucher Payment File

After selecting the 'File Upload' button, eLOCCS initially performs a pre-edit on the payment file before final submission for processing. The primary purpose of the pre-edit phase is to validate that the file selected is in the correct format and that all the requested payments in the file are for the specified voucher period from the 'Voucher Entry' screen. Subsidy periods cannot be mixed in the same request file. If there is a need to request subsidy payments for 2 months at the same time, two vouchers must be entered with two separate tab-delimited files imported. Also, a voucher cannot be submitted for a period

that is more than 1 month in the future. For example, a '12-2005' voucher cannot be submitted prior to '11-01-2005'.

The pre-edit phase also provides the final opportunity to visually validate the file that was selected. eLOCCS will sum the subsidy amounts in the file and provide a count of the projects being requested. Along with the voucher summary tab, a detail tab will display the detail project information.

There are two possible 'Payment Voucher' pre-edit outcomes returned by eLOCCS – either the pre-edit was successful or it was not. If any pre-edit errors are detected, eLOCCS will not allow final submission of the voucher. The errors in the file must be corrected outside of eLOCCS and re-imported for pre-edit processing again. Upon a successful pre-edit phase, eLOCCS will display a 'Submit' button which will submit the voucher for final LOCCS processing. Figure 5-26 and Figure 5-27 illustrate a successful pre-edit phase, and Figure 5-28 and Figure 5-29 show a failed pre-edit scenario.

### **5.3.3.2 Successful Pre-Edit Payment File**

After a successful pre-edit of the payment file, a 'Summary' tab of the S236/IRP Payment voucher will be displayed indicating that the pre-editing of the file was successful. The figure below illustrates a payment voucher request of \$476,918.34 for 11 projects. A 'View Data' tab is available to view all the projects in the file (Figure 5-27).

**HUD eLOCCS** | **S236 SERVICE PROVIDER** | **Voucher Entry** | Menu | Auth | Log Off | Bottom

Menu → Voucher Selection → Voucher Entry

**Summary** | **View Data**

**eLOCCS S236 S236/IRP Payment Voucher**

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

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

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

1. Voucher Number <b>100 *****</b>	2. LOCCS Pgm Area <b>S236</b>	3. Payment Period <b>08-2005</b>	4
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>S236 SERVICE PROVIDER</b>		
8. Grant or Project No. <b>n/a</b>	6a. Grantee Organization TIN <b>70-0000037</b>		

Import File: **cc:\inetpub\wwwroot\eloccs\ftp\700000037085\_ \_SYM**

Number of Projects:	<b>11</b>	Amount:	<b>\$ 476,918.34</b>
---------------------	-----------	---------	----------------------

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  <b>User: Name</b>	12. Name & Title of Authorized Signatory  <b>13. Signature</b>	14. Date of Request <b>08-22-2005</b>
---	--	--

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-S236-a (4/2005)

**The Pre-Editing of this file was successful. Please verify the Number of Projects and Amount are correct. Then select the Submit button for final processing.**

Figure 5-26. Voucher Entry – Successful Pre-Editing

**HUD eLOCCS** | **S236 SERVICE PROVIDER** | **Voucher Entry** | Menu | Auth | Log Off | Bottom

Menu → Voucher Selection → Voucher Entry

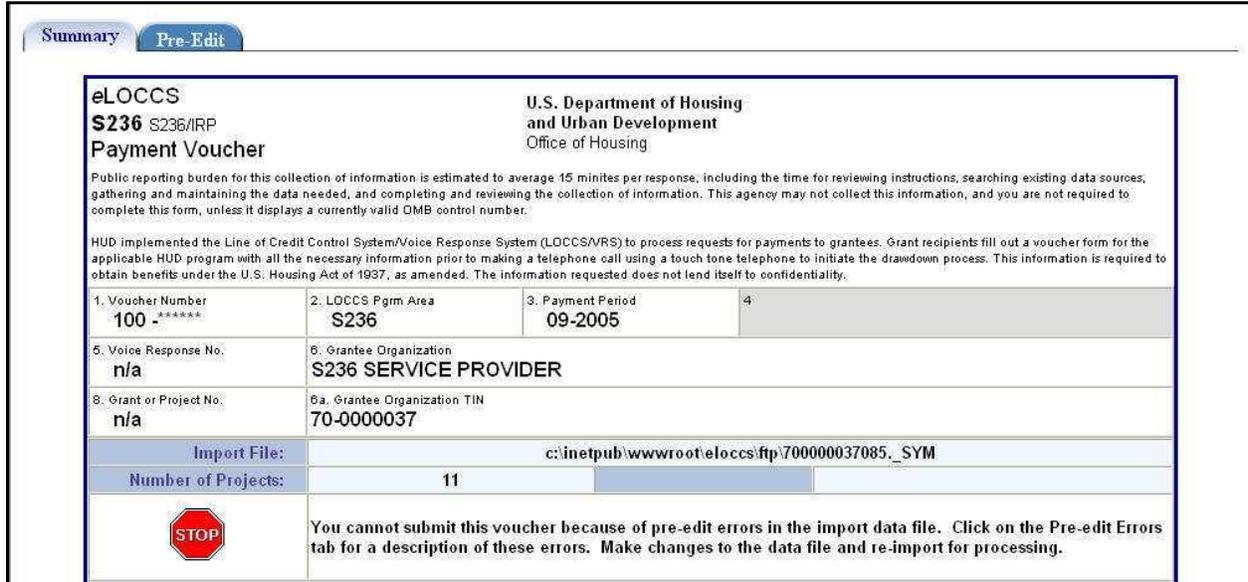
**Summary** | **View Data**

Data File Line No.	Period	Project No.	Amount
1	08-2005	012005NI	36,744.41
2	08-2005	012031NI	75,637.83
3	08-2005	012105NI	71,819.08
4	08-2005	012167NI	133,232.58
5	08-2005	012168NI	76,747.00
6	08-2005	01344014	16,586.05
7	08-2005	01444034	18,931.46
8	08-2005	04344064	17,460.39
9	08-2005	04344077	16,390.03
10	08-2005	05144043	8,617.99
11	08-2005	13644117	4,751.52
<b>Total:</b>			<b>476,918.34</b>

Figure 5-27. View Data Screen

5.3.3.3 Unsuccessful Pre-Edit Payment File

If the file pre-edit payment file was unsuccessful, a ‘Payment Voucher’ screen with a ‘Stop Sign’ and message will appear as shown in the example below, indicating that pre-edit errors were noted during the file pre-edit process.



**eLOCCS**  
**S236** S236/IRP  
**Payment Voucher**

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

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

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

1. Voucher Number 100	2. LOCCS Prgm Area S236	3. Payment Period 09-2005	4.
5. Voice Response No. n/a	6. Grantee Organization S236 SERVICE PROVIDER		
8. Grant or Project No. n/a	8a. Grantee Organization TIN 70-0000037		
Import File:	c:\inetpub\wwwroot\eloccs\ftp\700000037085_ _SYM		
Number of Projects:	11		

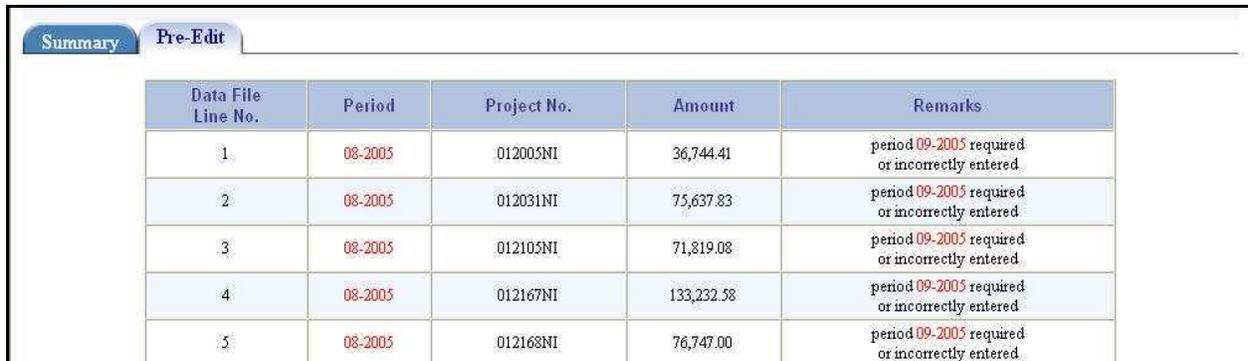
 You cannot submit this voucher because of pre-edit errors in the import data file. Click on the Pre-edit Errors tab for a description of these errors. Make changes to the data file and re-import for processing.

Figure 5-28. Payment Voucher Screen Noting Pre-edit Errors

Click on the ‘Pre-Edit’ errors tab for a description of the errors. The errors are noted in the ‘Remarks’ section as illustrated in the figure below.

In the example illustrated in the two figures that follow below, the user entered a voucher payment period of ‘09-2005’ on the initial ‘Voucher Entry’ screen. However, the payment voucher period on the imported file is ‘08-2005’.

Users should verify information so that both period dates correspond and then re-import for processing.



Data File Line No.	Period	Project No.	Amount	Remarks
1	08-2005	012005NI	36,744.41	period 09-2005 required or incorrectly entered
2	08-2005	012031NI	75,637.83	period 09-2005 required or incorrectly entered
3	08-2005	012105NI	71,819.08	period 09-2005 required or incorrectly entered
4	08-2005	012167NI	133,232.38	period 09-2005 required or incorrectly entered
5	08-2005	012168NI	76,747.00	period 09-2005 required or incorrectly entered

Figure 5-29. Pre-Edit Errors Screen with Remarks

#### 5.3.3.4 Phase 2 - Final Processing of Payment File

Once a payment voucher has successfully passed the pre-edit phase, the voucher is ready to be submitted for final processing/validation phase. Click 'Submit' on the 'Voucher Entry' screen (Figure 5-26).

eLOCCS will validate the projects submitted to confirm that they are a payment of record to the Service Provider. eLOCCS also validates that the project amount requested does not exceed the cumulative authorized project's payment scheduled amount for that period.



For files that contain large number of projects, for example, 200 or more records, eLOCCS will confirm the receipt and acceptance of this voucher only. Because of the number of projects in this request, processing will be scheduled off-line. You will be notified via email of the final processing outcome once eLOCCS processing has completed.

There are three possible voucher outcomes returned by eLOCCS after a payment voucher has been submitted for final processing.

- Approved Voucher Screen – eLOCCS approved all projects for payment.
- Rejected Voucher Screen - eLOCCS rejected all projects for payment.
- Approved/Rejected Combination – eLOCCS approved/rejected projects for payment.

As an example of the first outcome, eLOCCS has accepted and approved all 11 projects for one total voucher payment of \$476,918.34 to the Service Provider as shown in the example which follows below. The estimated deposit date on which funds will be wired appears at the bottom of the 'Voucher Entry' form.

To view the project payment information, click on the 'View Data' tab.



**S236 SERVICE PROVIDER**  
**Voucher Entry**

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

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

Summary
View Data

**eLOCCS**  
**S236 S236/IRP**  
**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 (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.

**U.S. Department of Housing  
and Urban Development**

1. Voucher Number <b>100-000054</b>	2. LOCCS Pgm Area <b>S236</b>	3. Payment Period <b>08-2005</b>	
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>S236 SERVICE PROVIDER</b>		
8. Grant or Project No. <b>n/a</b>	8a. Grantee Organization TIN <b>70-0000037</b>		

	Count:	Amount:
Submitted:	<b>11</b>	<b>\$ 476,918.34</b>
Accepted:	<b>11</b>	<b>\$ 476,918.34</b>
Rejected:	<b>0</b>	<b>\$ 0.00</b>

Import File: **c:\inetpub\wwwroot\eloccs\ftp\700000037085\_SYM**

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	
<b>User Name</b>		
	13. Signature	14. Date of Request <b>08-22-2005</b>

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-S236-a (4/2000)

This Payment Voucher was **APPROVED...**

A payment of \$476,918.34 should be deposited in your account on Wednesday August 24, 2005. Please print this voucher, and retain for your records.

Figure 5-30. Approved Voucher Entry Form

In the second outcome illustrated in the figure below, eLOCCS has rejected and canceled all 11 projects for payment to the Service Provider.

**eLOCCS S236/IRP Payment Voucher**  
 U.S. Department of Housing and Urban 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/NRS) 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 disbursement 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 <b>100-000116</b>	2. LOCCS Pgm Area <b>S236</b>	3. Payment Period <b>08-2005</b>	4.
5. Voice Response No. <b>n/a</b>	6. Grantee Organization <b>S236 SERVICE PROVIDER</b>		
8. Grant or Project No. <b>n/a</b>	8a. Grantee Organization TIN <b>70-0000037</b>		

	Count:	Amount:
Submitted:	<b>11</b>	<b>\$ 476,918.34</b>
Accepted:		<b>\$ 0.00</b>
Rejected:	<b>11</b>	<b>\$ 476,918.34</b>
Import File:	<b>c:\inetpub\wwwroot\eloccs\fp\Augallwrong projx.txt</b>	

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  <b>User Name</b>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request <b>08-26-2005</b>

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.

from HUD-50080-S236-a (4/2003)

**This Payment Voucher was not accepted and has been CANCELED...**

Errors were found in the submission and all project requests were rejected. This has resulted in the voucher being automatically canceled.

Figure 5-31. Canceled Voucher Entry Summary

Click on the 'Errors' tab to view a description of errors eLOCCS found (Figure 5-32).

The 'Remarks' column in that example indicates that all projects were rejected because there were invalid project numbers.

Data File Line No.	Period	Project No.	Amount	Remarks
1	08-2005	see remarks	36,744.41	Project 012005Nv does not exist
2	08-2005	see remarks	75,637.83	Project 012031Nv does not exist
3	08-2005	see remarks	71,819.08	Project 012105Nv does not exist
4	08-2005	see remarks	133,232.58	Project 012167Nv does not exist
5	08-2005	see remarks	76,747.00	Project 012168Nv does not exist
6	08-2005	see remarks	16,586.05	Project 0134401v does not exist
7	08-2005	see remarks	18,931.46	Project 0144403v does not exist
8	08-2005	see remarks	17,460.39	Project 0434406v does not exist
9	08-2005	see remarks	16,390.03	Project 0434407v does not exist
10	08-2005	see remarks	8,617.99	Project 0514404v does not exist
11	08-2005	see remarks	4,751.52	Project 1364411v does not exist

Figure 5-32. Voucher Entry Errors Screen

In the third outcome (Figure 5-33), 11 projects were submitted. eLOCCS accepted/approved 10 projects for payment and rejected/canceled 1 project.



Multiple subsidy requests for the same project and period will be accepted by LOCCS as long as the cumulative requests do not exceed the subsidy amount.



**S236 SERVICE PROVIDER**  
Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

Summary

Errors

**eLOCCS**  
**S236** S236/IRP  
**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 (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.

**U.S. Department of Housing and Urban Development**

1. Voucher Number <b>100-000078</b>	2. LOCCS Pgm Area <b>S236</b>	3. Payment Period <b>08-2005</b>	4.
5. Voice Response No: <b>n/a</b>	6. Grantee Organization <b>S236 SERVICE PROVIDER</b>		
8. Grant or Project No: <b>n/a</b>	6a. Grantee Organization TIN <b>70-0000037</b>		

	Count:	Amount:
Submitted:	<b>11</b>	<b>\$ 476,918.34</b>
Accepted:	<b>10</b>	<b>\$ 440,173.93</b>
Rejected:	<b>1</b>	<b>\$ 36,744.41</b>

Import File: **c:\inetpub\wwwroot\eloccs\ftp\700000037085\_ \_SYM**

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	
<b>User Name</b>	13. Signature	14. Date of Request <b>08-25-2005</b>

**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-S236-a (4/2000)

**This Payment Voucher was APPROVED, however...**

Errors were found in the submission and some project requests were rejected. Click on the errors tab for a list of these projects and the error. The total amount to be paid on this voucher has automatically been reduced by the amount in these error vouchers. A payment of **\$440,173.93** should be deposited in your account on **Monday August 29, 2005**. Please print this voucher, and retain for your records.

Figure 5-33. Voucher Entry with Accepted and Rejected Requests

Click the 'Errors' tab to view the voucher entry error remarks. (Figure 5-34). The 'Remarks' column indicates that Project 012005NI has been rejected because the cumulative request of \$36,888.41 exceeds the subsidy of \$36,744.41 scheduled for that period.

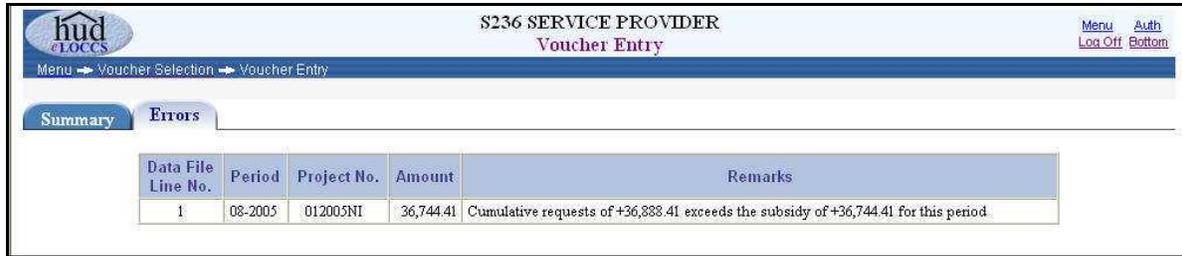


Figure 5-34. Voucher Entry Errors

### 5.3.4 Cancel Voucher

Users who have the authority to create a voucher request can cancel that request prior to LOCCS payment processing. The 'Cancel Voucher' option is accessed from the Main Menu. When this option is selected, eLOCCS will display any outstanding unpaid vouchers that may be canceled as shown in the figure below.

Icon	Icon Function
	Links to list of projects for the selected voucher.



Figure 5-35. Cancel Voucher Selection Screen

Select the cancel icon under the 'Action' column and a list of projects for that voucher will appear (Figure 5-36).

Users have the ability to cancel an entire voucher or specific projects from the voucher request. In this example, the voucher has 11 projects that can be individually selected for cancellation.

After marking the desired boxes next to projects for cancellation, enter a reason, and click the ‘Submit’ button. Another voucher may now be entered against the project, if needed.

S236 SERVICE PROVIDER  
Cancel Voucher

Voucher: 100-000023 (S236) S236/IRP      Period: 08-01-2005

<input checked="" type="checkbox"/> Cancel All		Project No.	Amount	Remarks
1)	<input checked="" type="checkbox"/>	012-005NI	36,744.41	
2)	<input checked="" type="checkbox"/>	012-031NI	75,637.83	
3)	<input checked="" type="checkbox"/>	012-105NI	71,819.08	
4)	<input checked="" type="checkbox"/>	012-167NI	133,232.58	
5)	<input checked="" type="checkbox"/>	012-168NI	76,747.00	
6)	<input checked="" type="checkbox"/>	013-44014	16,586.05	
7)	<input checked="" type="checkbox"/>	014-44034	18,931.46	
8)	<input checked="" type="checkbox"/>	043-44064	17,460.39	
9)	<input checked="" type="checkbox"/>	043-44077	16,390.03	
10)	<input checked="" type="checkbox"/>	051-44043	8,617.99	
11)	<input checked="" type="checkbox"/>	136-44117	4,751.52	
<b>Total:</b>			<b>\$476,918.34</b>	

Cancel reason:

**Figure 5-36. Projects List on Cancel Voucher**

## 5.4 Miscellaneous

### 5.4.1 Email Addresses

#### 5.4.1.1 Maintain Email Addresses

The ‘Maintain Email Addresses’ screen allows users to add/update the primary email address for the user’s organization if it has not been provided (Figure 5-37). The purpose of maintaining the primary email address is to receive notifications of HUD funding activities that impact the Business Partner projects in a portfolio. The Business Partner maintains both the email address repository list and the eLOCCS distribution of reports that each email address will receive.

To perform email address updates, users must be assigned the LOCCS ‘Administrator’ role. See Section 2.1.2, Assigning eLOCCS application Roles in FHA Connection. This will allow the eLOCCS options, the ‘Maintain Email Addresses’, and ‘Maintain Email Assignments’ to appear as hyperlinks on the eLOCCS Main Menu screen.

Clicking on ‘Maintain Email Addresses’ from the Main Menu, displays a screen with an upper and lower section as shown in the figure that follows below.

The upper section specifies the primary LOCCS email address for the Business Partner. This email address automatically receives all LOCCS email; 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. This type of mailbox has the benefit of being accessible by multiple individuals.

To update your primary email address, click the 'Update Primary' button.

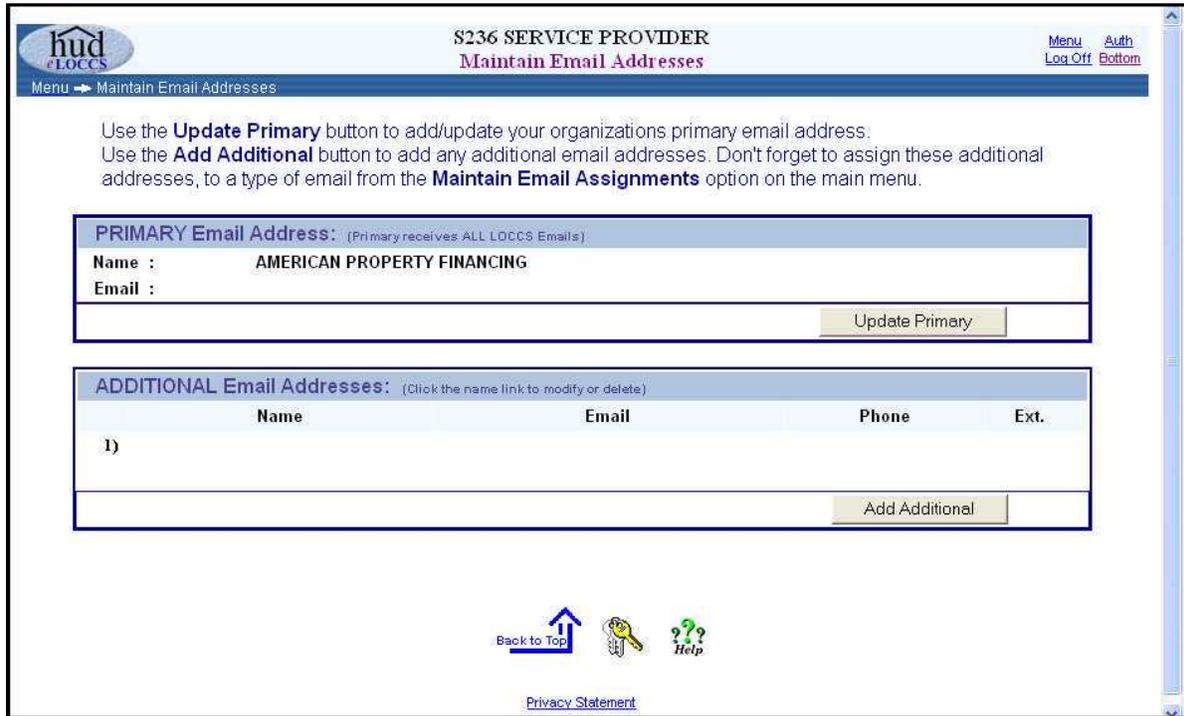


Figure 5-37. Maintain Email Addresses Screen

The 'Update Primary Email Address' screen appears as shown in the figure below. Enter the email for the organization. Users can add additional email addresses by clicking on the 'Add Additional' button on the 'Maintain Email Addresses' screen as illustrated in the figure above.

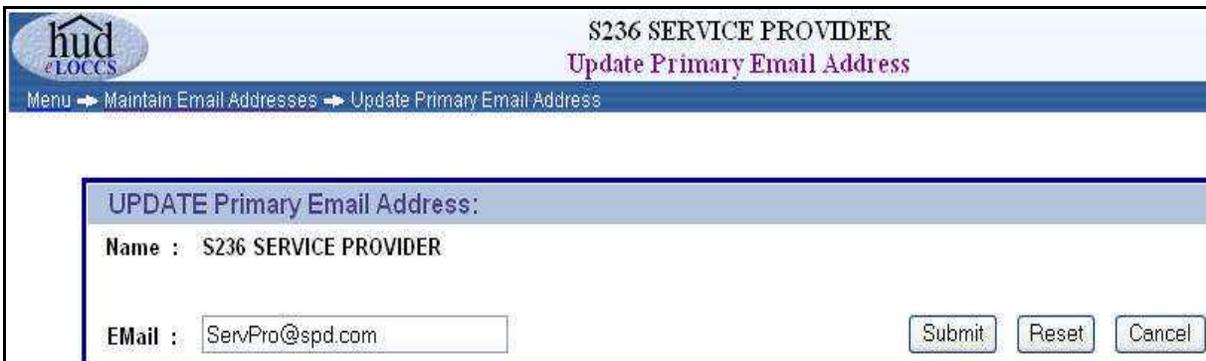


Figure 5-38. Update Primary Email Address Screen

### 5.4.1.2 Maintain Email Assignments

The 'Maintain Email Assignments' screen allows a user to map additional email addresses other than the primary email address to specific emails generated by LOCCS. A user may choose between two presentations of the mapping: (1) 'By Addressee' and (2) By Type of Email' via radio button.

Figure 5-39 depicts the email user 'By Addressee' with the types of emails selected.

Addressee	Email	Type of Email
1) David Jones	DJones@wire.com	Wire Payments Summary <input checked="" type="checkbox"/>
		Portfolio Action Summary <input checked="" type="checkbox"/>

Figure 5-39. Maintain Email Assignments By Addressee

When the presentation is 'By Type of Email', the type of email appears as a hyperlink along with users that could be assigned to the email as illustrated in the figure below.

Clicking on a 'Type of Email' hyperlink will display a description of the email as well as a sample email.

Type of Email	Addressee	Email
1) <a href="#">Wire Payments Summary</a>	David Jones <input type="checkbox"/>	DJones@wire.com
2) <a href="#">Portfolio Action Summary</a>	David Jones <input type="checkbox"/>	DJones@wire.com

Figure 5-40. Maintain Email Assignments by Type

## 5.4.2 Payment Schedule Extract

This option allows users to request a payment schedule extract of all the projects currently in their portfolio. The payment schedule extract will be generated in a tab-delimited file format as an attachment to the 'Primary Email' address, along with any additional addresses.

To perform this task, select the 'Payment Schedule Extract' link from the eLOCCS Main Menu; the email payment schedule screen will be displayed (Figure 5-41). Mark the check box next to the name(s) to whom the payment schedule extract is to be delivered and click 'Submit'. By default, the primary email address will be included.

If there are additional addresses that you wish to include, use the ‘Maintain Email Addresses’ option on the Main Menu to add additional addresses.

Menu → Email Payment Schedule

**S236 SERVICE PROVIDER**  
Email Payment Schedule

Menu [Log Off](#)

This option allows you to request a payment schedule extract of all the projects currently in your portfolio. The schedules will be generated in a tab delimited file and emailed as an attachment to the Primary Email address, along with any additional addresses you check in the below list.

If there are additional addresses that you would like to have the email sent to, use the Maintain Email Addresses option on the Main Menu to add additional ones.

Email Addresses:		
	Name	Email
<input checked="" type="checkbox"/>	AMERICAN PROPERTY FINANCING	ServPro@spd.com
<input type="checkbox"/>	David Jones	DJones@wire.com

Submit Cancel

Figure 5-41. Email Payment Schedule

## 6.0 QUICK REFERENCE

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## 6.0 QUICK REFERENCE

### 6.1 Troubleshooting Tips

The most frequent problem encountered by users is difficulty accessing *e*LOCCS. This is due to the FHA Coordinator's improper setup of *e*LOCCS administrator rights in FHA Connection. Once access has been established in *e*LOCCS through Secure Systems, users report very few problems logging into *e*LOCCS. Listed below are some *e*LOCCS troubleshooting tips, common problems, and resolutions.

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

The FHA Coordinator has not assigned either the *e*LOCCS – Query and/or Administrator role to you. The association of these roles will place the LOCCS hyperlink on your Secure Systems Main Menu. Contact your FHA Coordinator for *e*LOCCS application authorization.

- **Can I change my password in *e* LOCCS prior to the 60-day prompt?**

Yes. After a program area has been selected from the Authorization screen, the 'Change Password' option will be on the left sidebar of any program area menu, directly under the 'User Profile' option.

- **I do not have any e-mail options displayed on my LOCCS menu.**

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

- **I do not see a particular program area on the Authorization screen, but it shows up on the Grant Portfolio screen off the *e*LOCCS main menu.**

This means you are authorized for query access only for that program area. To have drawdown capability, add the program area to your HUD-27054 form and forward to your local Field Office for review. The Field Office will, in turn, forward the form to the User Support Branch. The program will then appear on your *e*LOCCS Authorization screen after the approval process. To view your LOCCS HUD-27054 security profile, click on the User Profile hyperlink from the left sidebar main menu screen.

### 6.2 Important URL Links

Depending on your URL objective, below are several important links that may quickly assist your online access destination.

FHA Connection (Coordinator or User) Registration Information URL  
<https://entp.hud.gov/clas/info.html>

LOCCS VRS Access Authorization HUD-27054 Form  
<http://portal.hud.gov/hudportal/documents/huddoc?id=27054.pdf>

\*Secure Systems URL Sign On

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

\*FHA Connection URL Sign On

<https://entp.hud.gov/clas/index.html>

\*Two sign-on options to eLOCCS.

### 6.3 Help Desk Contact Information

Multiple components and systems support eLOCCS access; therefore, the nature of the particular problem will determine the contact person.

Please use the mailbox at [eLOCCS@HUD.Gov](mailto:eLOCCS@HUD.Gov) to relay appropriate information. The following table provides Help Desk Contact Information by System to determine the help desk appropriate to contact.

Help Desk	System	Contact Information
FHA Connection Help Desk	FHA Connection	Sfadmin@Hud.Gov
eLOCCS Help Desk	eLOCCS	571-766-2916
User Support Branch	LOCCS	877-705-7504