



eLOCCS

GETTING STARTED GUIDE

Line of Credit Control System (LOCCS)

U.S. Department of Housing and Urban Development

June 2014

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1.0 INTRODUCTION

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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 that handles disbursement and cash management for the majority of HUD grant programs.

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

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

1.1 Hours of Operation

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

1.2 Browser Requirements

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

1.3 Purpose of Guide

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

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

2.0 REGISTRATION COMPONENTS

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2.1 Registration Overview

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

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

1) Secure Systems Registration

There are several components to Secure Systems Registration



Your organization must be a recognized Secure Systems Business Partner

This only needs to occur once for your organization



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

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



Each Secure Systems eLOCCS “User” must have their own Secure Systems ID

The Coordinator will assign appropriate eLOCCS roles to each user.

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

2) LOCCS Authorizations



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

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

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



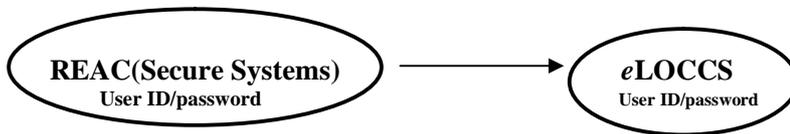
You will be assigned both a Secure Systems ID/password from the Secure Systems Registration process and a separate LOCCS ID/password from the HUD-27054 process. The Secure Systems ID/password will be needed to sign-on to Secure Systems, and LOCCS will prompt for the LOCCS ID/password once you select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

3.0 SIGNING ON TO eLOCCS

3.0 SIGNING ON TO eLOCCS

3.1 What You Need Before Signing On

- ✔ **Secure Systems User ID/password and LOCCS system/role assignment**
If you do not have a REAC User ID or have roles assigned, see *Section 2.1 Registration Overview*.
- ✔ **A LOCCS User ID and password**
If you do not have a LOCCS User ID and password, see *Section 2.1 Registration Overview*.



3.2 eLOCCS Log In

3.2.1 eLOCCS Access

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

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

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

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



Figure 3–2. Secure Systems Login page

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

Continue through Secure Systems to the Main menu.

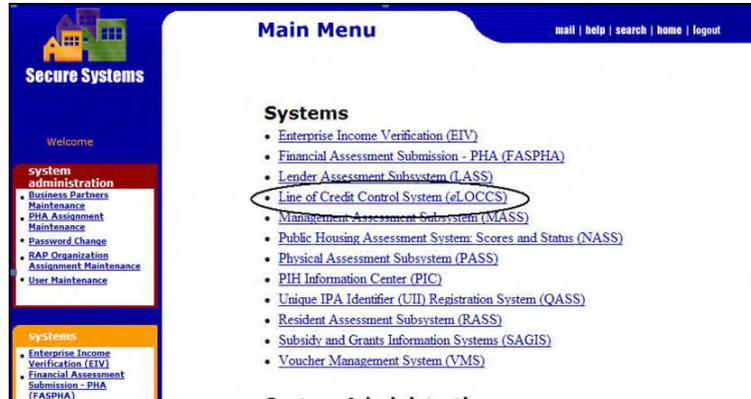


Figure 3–3. Secure Systems Menu page

Select the <Line of Credit Control Systems (eLOCCS) > link
 If you do not have the eLOCCS link see your Coordinator to add system roles for link to display.

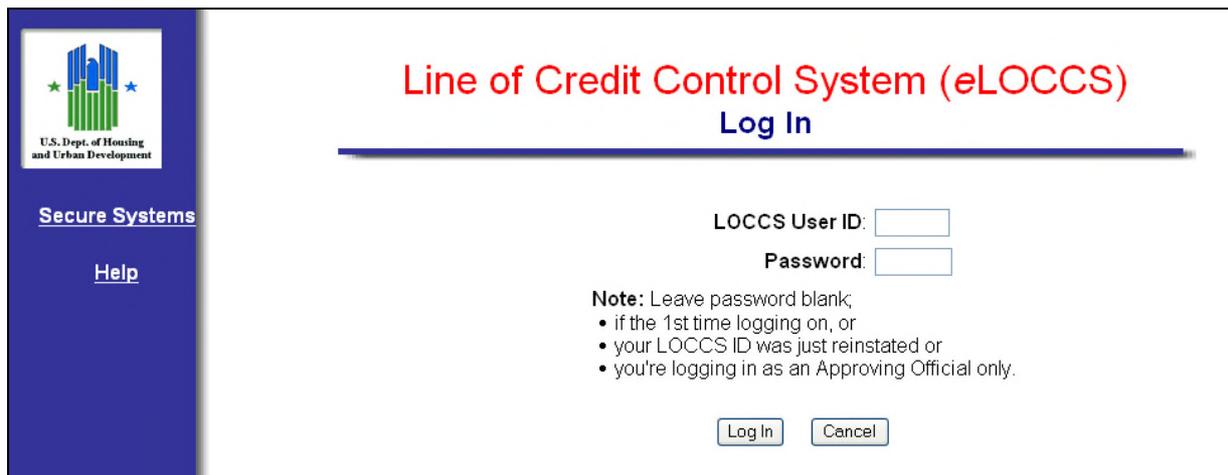


Figure 3–4. Log In with LOCCS User ID and Password

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

3.2.2 Program Authorization

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

Line of Credit Control System (eLOCCS)
LOCCS Authorizations

LOCCS authorizations are based upon an approved HUD-27054 on file in the LOCCS Security Office, and/or for S8 Contract Administrators, contract assignments in Secure Systems. Under the Business Partner you are representing, select a program area link for an appropriate set of menu options.

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

Figure 3–5. LOCCS Authorizations for Program Areas

4.0 eLOCCS SCREENS

4.0 eLOCCS SCREENS

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

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

4.1 Core eLOCCS Screens

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

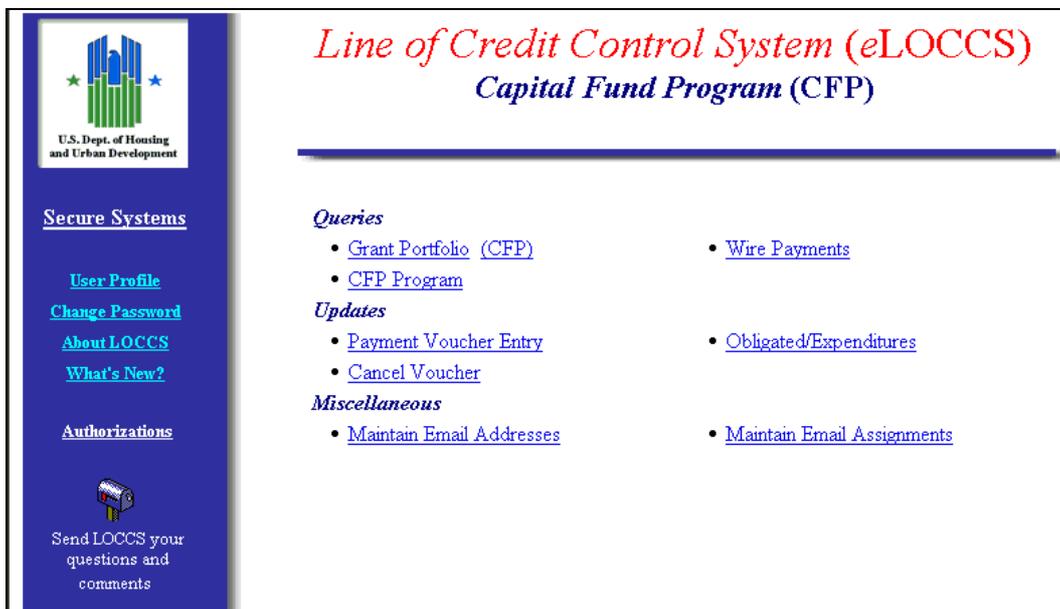


Figure 4–1. eLOCCS Main Menu

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

The Navigation Pane (sidebar) contains several useful links:

Secure Systems – Returns to the Secure Systems Main Menu.

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

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

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

FAQ – Links to a frequently asked questions page.

Authorizations – Returns to the eLOCCS Authorizations screen.

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

4.1.1 Navigation Trail Hyperlinks

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

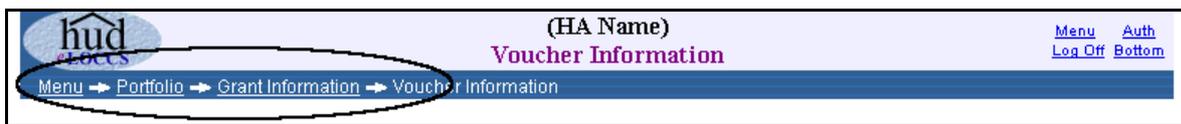


Figure 4-2. Navigation Trail Hyperlinks

4.1.2 Queries

4.1.2.1 Grant Portfolio

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

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

New Grant		Authorized	Disbursed	Payments in Process	Available Balance	
Capital Fund Program						
CFP	XX43P000501-00	1,493,022.00	1,282,924.45	0.00	210,097.55	
CFP	XX43P000501-01	1,523,514.00	94,739.97	0.00	1,428,774.03	
CFP	XX43P000501-02	1,490,800.00	45,000.00	0.00	1,445,800.00	
CFP Subtotal:		\$4,507,336.00	\$1,422,664.42	\$0.00	\$3,084,671.58	
Drug Elimination Grant Program						
DRUG	XX43DEP0000101	252,325.00	127,412.68	0.00	124,912.32	
DRUG Subtotal:		\$252,325.00	\$127,412.68	\$0.00	\$124,912.32	
Operating Fund						
OFND	XX000-001-03S New	1,687,703.00	952,940.00	0.00	734,763.00	
OFND Subtotal:		\$1,687,703.00	\$952,940.00	\$0.00	\$734,763.00	
Resident Opport & Self Sufficiency						
ROSS	XX99RSF000P0161	75,000.00	44,246.30	0.00	30,753.70	
ROSS Subtotal:		\$75,000.00	\$44,246.30	\$0.00	\$30,753.70	
Youth Build						
YB	XX1IMXX0183	375,424.00	11,194.22	0.00	364,229.78	
YB Subtotal:		\$375,424.00	\$11,194.22	\$0.00	\$364,229.78	
Portfolio Totals:		Grants: 7	\$6,897,788.00	\$2,558,457.62	\$0.00	\$4,339,330.38

Figure 4–3. Grant Portfolio

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

The screenshot shows the 'Grant Information' page for grant 'XX-XXXXXX'. It features a navigation bar with 'Menu', 'Portfolio', and 'Grant Information'. Below the navigation, there are tabs for 'General', 'Budget', 'Vouchers', and 'Obl/Exp'. The main content area is divided into three columns: 'Contractual Organization', 'Contract Dates', and 'Funding'. The 'Contractual Organization' section includes fields for 'Contractual Organization (HA Name)', 'Contractual Organization (HA Address)', 'Payee Organization', and 'Region: 02 Office: 06 VRS No: XXX-XXXXXX'. The 'Contract Dates' section includes 'Original Verify: 06-08-2006', 'Obligation Start: 07-18-2006', 'Obligation End: 07-17-2008', and 'Disbursement End: 07-17-2010'. The 'Funding' section includes 'Authorized: 450,567.00', 'Disbursed: 70,000.00', 'In process: 0.00', 'Balance: 380,567.00', and 'Collections: 0.00'. A 'Contract Status' section at the bottom indicates 'Late Obligated/Expenditure information! Drawdowns suspended!!'.

Figure 4-4. Grant (Portfolio) Information

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

The screenshot shows the 'Budget Tab by BLI' screen for grant 'XX43P000501-00'. It features a navigation bar with 'Menu', 'Portfolio', and 'Grant Information'. Below the navigation, there are tabs for 'General', 'Budget', 'Vouchers', and 'Obl/Exp'. The main content area is a table with the following columns: 'Status', 'Line Item', 'Name', 'Authorized', 'Disbursed', 'Payments in Process', and 'Balance'. The 'Disbursed' column header has a dropdown arrow. The table lists various budget line items (BLIs) and their corresponding amounts. A 'Totals' row is at the bottom of the table, and below it is the text 'Actual Available Balance (Less Undisbursable BLIs)'. The 'Disbursed' column is circled in red in the original image.

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

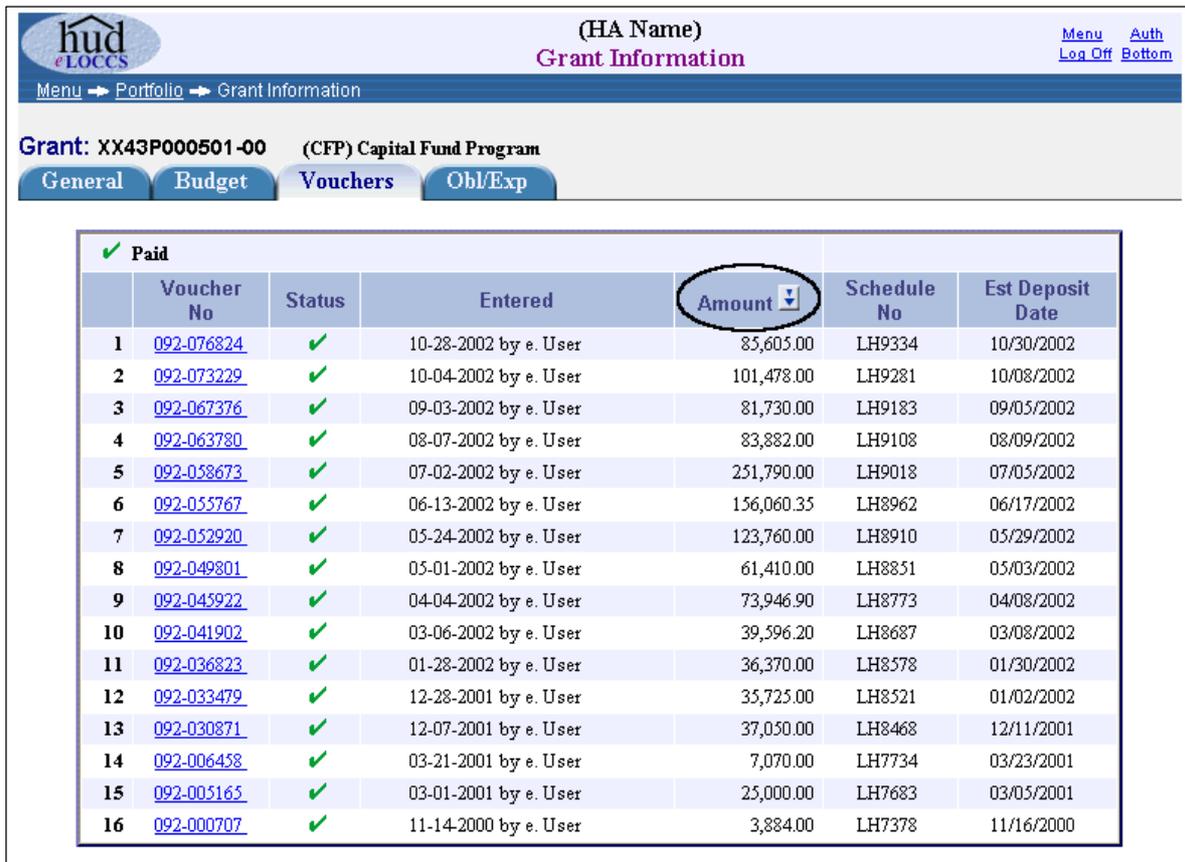
Actual Available Balance (Less Undisbursable BLIs)

Figure 4-5. Budget Tab by BLI

		(HA Name)		Menu Auth Log Off Bottom			
Menu → Portfolio → Grant Information							
Grant: XX43P000501-00 (CFP) Capital Fund Program							
General		Budget		Vouchers		Obl/Exp	
Status	Line Item	Name	Authorized	Disbursed	Payments in Process	Balance	
	1406	Operations	25,000.00	25,000.00	0.00	0.00	
		03/01/2001 Voucher 092-005165		25,000.00			
	1408	Management Improvement	70,000.00	39,649.80	0.00	30,350.20	
		11/14/2000 Voucher 092-000707		3,884.00			
		05/24/2002 Voucher 092-052920		35,200.00			
		06/13/2002 Voucher 092-055767		565.80			
	1410	Adminstration	102,000.00	102,000.00	0.00	0.00	
		06/13/2002 Voucher 092-055767		102,000.00			
	1430	Fees & Costs	60,000.00	47,663.26	0.00	12,336.74	
		03/21/2001 Voucher 092-006458		7,070.00			
		06/13/2002 Voucher 092-055767		40,593.26			
	1450	Site Improvement	225,682.00	165,033.00	0.00	60,649.00	
		05/01/2002 Voucher 092-049801		7,000.00			
		07/02/2002 Voucher 092-058673		117,873.00			
		08/07/2002 Voucher 092-063780		6,665.00			
		09/03/2002 Voucher 092-067376		28,670.00			
		10/28/2002 Voucher 092-076824		4,825.00			
	1460	Dwelling Structures	987,612.00	812,110.10	0.00	175,501.90	
		12/07/2001 Voucher 092-030871		37,050.00			
		12/28/2001 Voucher 092-033479		35,725.00			
		01/28/2002 Voucher 092-036823		36,370.00			
		03/06/2002 Voucher 092-041902		39,596.20			
		04/04/2002 Voucher 092-045922		73,946.90			
		05/01/2002 Voucher 092-049801		54,410.00			
		05/24/2002 Voucher 092-052920		88,560.00			
		07/02/2002 Voucher 092-058673		133,917.00			
		08/07/2002 Voucher 092-063780		77,217.00			
		09/03/2002 Voucher 092-067376		53,060.00			
		10/04/2002 Voucher 092-073229		101,478.00			
		10/28/2002 Voucher 092-076824		80,780.00			
	1465	Dwelling Equipment	5,728.00	0.00	0.00	5,728.00	
	1475	Non-Dwelling Equipment	7,000.00	3,342.00	0.00	3,658.00	
		06/13/2002 Voucher 092-055767		3,342.00			
	1495	Relocation Costs	10,000.00	9,559.29	0.00	440.71	
		06/13/2002 Voucher 092-055767		9,559.29			
	1502	Contingency	0.00	0.00	0.00	0.00	
Totals			1,493,022.00	1,204,357.45	0.00	288,664.55	

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

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



Grant: XX43P000501-00 (CFP) Capital Fund Program

General Budget **Vouchers** Obl/Exp

✓ Paid

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

Figure 4–7. Voucher Tab

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

(HA Name)
Grant Information

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

Menu → Portfolio → Grant Information

Grant: XX43P000501-00 (CFP) Capital Fund Program

[General](#) [Budget](#) [Vouchers](#) [Obl/Exp](#)

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

Reporting Period	Reported On	Reported By	LOCCS Authorized	Cumulative Obligated	LOCCS Disbursed	Cumulative Expended
09-30-2000	10-31-2000	eLOCCS User	1,493,022.00	3,884.00	0%	0.00
12-31-2000	02-20-2001	eLOCCS User	1,493,022.00	5,760.00	0%	3,884.00
03-31-2001	05-04-2001	eLOCCS User	1,493,022.00	89,560.00	5%	35,954.00
06-30-2001	07-18-2001	eLOCCS User	1,493,022.00	89,560.00	5%	71,317.00
09-30-2001	10-30-2001	eLOCCS User	1,493,022.00	1,305,364.00	87%	102,748.00
12-31-2001	03-05-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	222,978.00
03-31-2002	05-07-2002	HUD Staff	1,493,022.00	1,493,022.00	100%	472,061.00
06-30-2002	07-18-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	869,796.54
▶ 09-30-2002	10-28-2002	eLOCCS User	1,493,022.00	1,493,022.00	100%	1,017,274.45
10-31-2002	11-26-2002	eLOCCS User	1,493,022.00	343.00	0%	34.00
11-30-2002	Awaiting Grantee Update					

Figure 4–8. Obl/Exp Tab

4.1.2.2 Program Portfolio

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

(HA Name)
Portfolio

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

Menu → Portfolio

[All Grants](#) [CFP](#)

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

Figure 4–9. Program Portfolio

4.1.2.3 Program Specific Information

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

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

Figure 4–10. Program Specific BLI Tab

Obligated/Expenditure

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

Figure 4–11. Program-Specific Tracked Documents Tab

4.1.2.4 Wire Payments/Check Payments

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

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

Figure 4-12. Wire/Check Payments

4.1.2.4.1 Wire Payments Detail

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

	Progam Area	Grant	Voucher	Amount
1	CFP	XX43P000501-00	092076824	85,605.00
2	YB	XX11MXX0183	051014625	11,194.22
Total:				96,799.22

Figure 4-13. Wire Payments Detail

4.1.3 Updates

4.1.3.1 Payment Voucher Entry

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

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
Capital Fund Program					
CFP	<input checked="" type="checkbox"/> XC29P000501-01	4,756,372.00	2,002,179.11	60,126.59	2,694,066.30
CFP	<input checked="" type="checkbox"/> XC29P000501-02	4,659,213.00	0.00	0.00	4,659,213.00
CFP	<input type="checkbox"/> XC29R000501-00	614,281.00	0.00	0.00	614,281.00
CFP	<input type="checkbox"/> XC29R000501-01	626,836.00	0.00	0.00	626,836.00
CFP	<input type="checkbox"/> XC29R000501-02	613,583.00	0.00	0.00	613,583.00
Drug Elimination Grant Program					
DRUG	<input type="checkbox"/> XC9DEP0000100	626,696.00	578,776.28	0.00	47,919.72
DRUG	<input type="checkbox"/> XC9DEP0000101	688,673.00	524,261.95	0.00	164,411.05
DRUG	<input type="lock"/> XC9DEP0000198	785,200.00	785,199.96	0.00	.04
<ul style="list-style-type: none"> • Drawdowns suspended due to a pre-audit status for this grant. 					
Operating Fund					
OFND	<input type="checkbox"/> XX00100003S	3,023,564.00	0.00	0.00	3,023,564.00
Public Housing Development Grants					
PDEV	<input type="checkbox"/> XC29P000044	1,000,000.00	23,600.30	0.00	976,399.70
Resident Opport & Self Sufficiency					
ROSS	<input type="checkbox"/> XX01RSV000P0101	55,993.00	46,507.37	0.00	9,485.63
Urban Revitalization Program(Hope6)					
URP	<input type="checkbox"/> XC29URD0000196	21,552,000.00	17,124,074.48	10,957.28	4,416,968.24

Figure 4–14. Payment Voucher Selection

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

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

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

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

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

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

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



(HA Name)
Payment Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

eLOCCS
CFP Capital Fund Program
Payment Voucher

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

HUD implemented the Line of Credit Control System/Voice Response System (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
Office of Public and Indian Housing

1. Voucher Number 092-*****	2. LOCCS Pgm Area CFP	3	4
5. Voice Response No. xxxxx-92001	6. Grantee Organization (HA Name)		
8. Grant or Project No. XX39P00050100	6a. Grantee Organization TIN XX-0004034		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1408	Management Improvement	182,614.35	3,230.47	2,000.00
1410	Adminstration	187,719.00	0.00	0.00
1430	Fees & Costs	45,104.65	0.00	0.00
1450	Site Improvement	41,780.00	0.00	0.00
1460	Dwelling Structures	1,419,977.00	59,600.03	0.00
1502	Contingency	0.00	0.00	0.00
Total:		1,877,195.00	62,830.50	2,000.00

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 eLOCCS User	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 11-27-2002

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

Submit
Reset
Cancel

Next Payment
(CFP Grant Number)

Figure 4-15. Payment Voucher Entry

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



(HA Name)
Payment Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

eLOCCS
CFP Capital Fund Program
Payment Voucher

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

HUD implemented the Line of Credit Control System/Voice Response System (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
Office of Public and Indian Housing

1. Voucher Number 092-079183	2. LOCCS Pgm Area CFP	3. <input type="text"/>	4. <input type="text"/>
5. Voice Response No. XXXXX-92001	6. Grantee Organization (HA Name)		
8. Grant or Project No. XX39P00050100	6a. Grantee Organization TID XX-0004034		

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

I certify the data reported and funds 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 eLOCCS User	12. Name & Title of Authorized Signatory <input type="text"/>
	13. Signature <input type="text"/>
	14. Date of Request 11-27-2002

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-50000-CFP-a (4/2000)

This Payment Request was APPROVED.

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

Menu

Next Payment

(CFP Grant Number)

Figure 4-16. Payment Voucher – Approved Confirmation

4.1.3.2 Cancel a Voucher

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

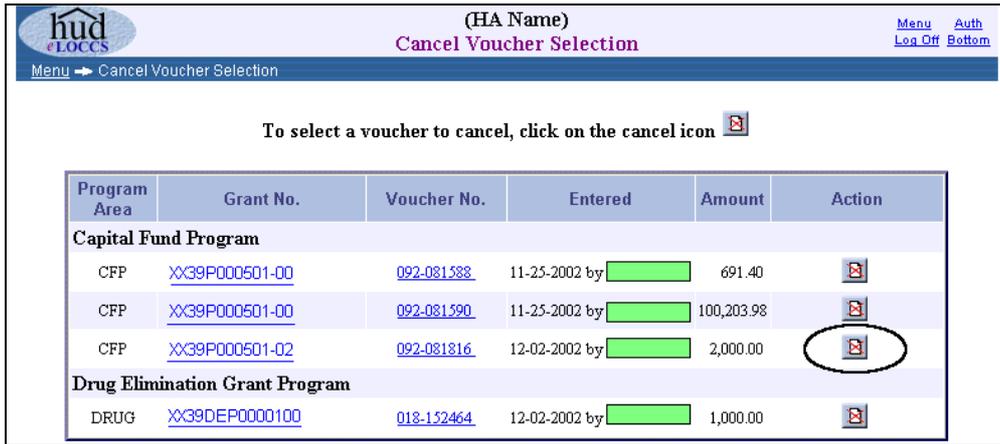


Figure 4–17. Cancel Voucher Selection

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



Figure 4–18. Cancel Voucher

4.1.3.3 Obligated/Expenditure (Programs)

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

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

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

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

Figure 4–19. Obligated/Expenditure Status

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


(HA Name)

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

Obligated/Expenditure Update

[Menu](#) → [Oblig/Exp Status](#) → [Oblig/Exp Update](#)

Grant: XX43P000501-00 Capital Fund Program (CFP)

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

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

Figure 4–20. Obligated/Expenditure Update

4.1.4 Miscellaneous

4.1.4.1 Maintain Email Addresses

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

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

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

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

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 : (HA Name)
Email :

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

	Name	Email	Phone	Ext.
1				

Figure 4–21. Maintain Email Addresses

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

Figure 4–22. Update Primary Email Address

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

Figure 4–23. Update Email Addresses

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

	Name	Email	Phone	Ext.
1	John Henry	JohnH@Cableone.net	(123)-123-4567	10

Figure 4–24. Update Additional Email Addresses

4.1.4.2 Maintain Email Assignments

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

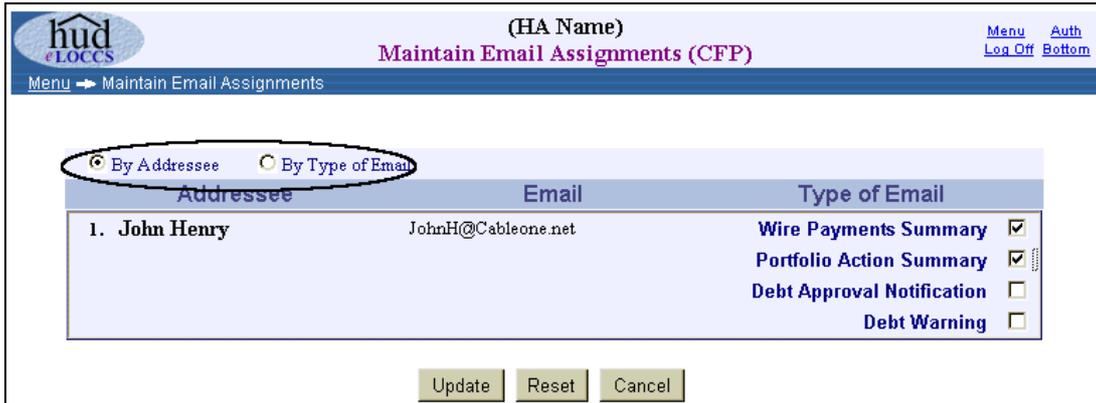


Figure 4–25. Email by Addressee

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

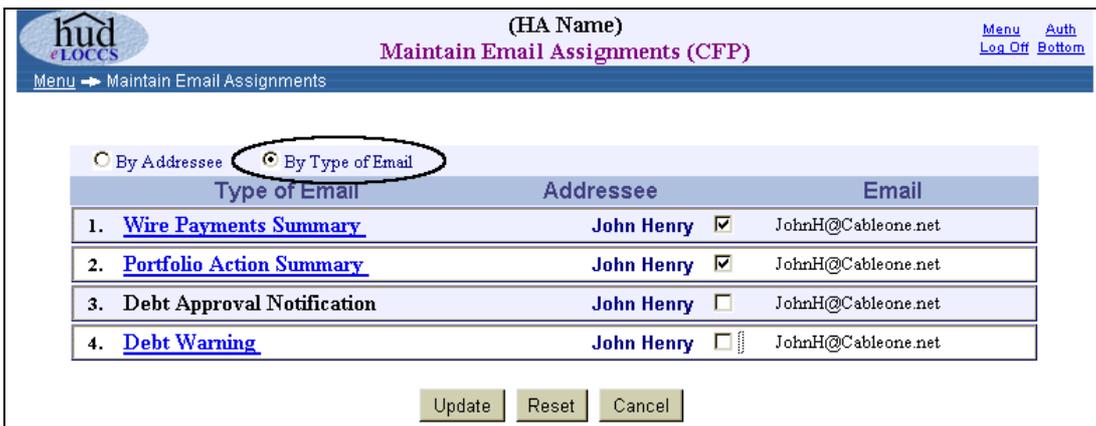


Figure 4–26. Email by Type

4.2 Grant Based Programs

4.2.1 Payment Voucher Entry

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

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

<Business Partner>
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
Fair Housing Assistance Program					
FAIR	<input type="checkbox"/> FH40XXXXX	58,215.00	45,715.00	0.00	12,500.00
FAIR	<input checked="" type="checkbox"/> FH40XXXXX	60,415.00	0.00	0.00	60,415.00

Submit Reset Cancel

Figure 4–27. Grant Payment Voucher Selection

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



<Business Partner>
Payment Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

eLOCCS
FAIR Fair Housing Assistance Program
Payment Voucher

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

HUD implemented the Line of Credit Control System/Voice Response System (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
Office of Fair Housing and Equal Opportunity

1. Voucher Number 050-*****	2. LOCCS Pgm Area FAIR	3. <input type="text"/>	4. <input type="text"/>
5. Voice Response No. 12746-xxxx	6. Grantee Organization <Business Partner>		
8. Grant or Project No. FH400 xxxx	6a. Grantee Organization TIN <Tax ID>		

Name	Authorized	Available Drawdown Balance	Drawdown Amount
Grant Balance	60,415.00	60,415.00	<input type="text" value="5,000.00"/>
Total:	60,415.00	60,415.00	5,000.00

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

11. Name & Phone Number of Person completing this form <User Name>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 02-16-2007

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

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

Figure 4–28. Grant Voucher Entry

4.3 Shelter Plus Care (SPC) Program

4.3.1 SPC Components

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

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

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



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

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

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

4.3.2 SPC Grant Portfolio

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

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

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

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

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
Capital Advance Program					
CAP	121HD030	2,214,100.00	2,186,414.00	0.00	27,686.00
EDI Special Projects					
EDSI	B02SPM0315	750,000.00	0.00	69,107.00	680,893.00
CPD's Integrated Disb & Inf System IDIS Vouchers					
IDIS	B04UC2-60003	6,543,000.00	5,468,990.33	0.00	1,074,009.67
IDIS	B05UC2-60003	6,225,637.00	0.00	0.00	6,225,637.00
IDIS	B06UC2-60003	5,634,469.00	0.00	0.00	5,634,469.00
IDIS	M01UC2-60213	2,979,000.00	2,474,846.17	0.00	504,153.83
IDIS	M02UC2-60213	2,974,000.00	1,149,823.17	0.00	1,824,176.83
IDIS	M03UC2-60213	2,225,817.00	334,680.70	0.00	1,891,136.30
IDIS	M04UC2-60213	2,478,734.00	257,410.82	0.00	2,221,323.18
IDIS	M05UC2-60213	2,212,275.00	5,850.99	0.00	2,206,424.01
IDIS	M06UC2-60213	2,042,162.00	0.00	0.00	2,042,162.00
IDIS	S05UC2-60003	239,315.00	0.00	0.00	239,315.00
IDIS	S06UC2-60003	239,464.00	0.00	0.00	239,464.00
	IDIS Subtotal:	\$33,793,873.00	\$9,691,602.18	\$0.00	\$24,102,270.82
Special Needs Assistance					
SNAP	MI28B302003	525,433.00	436,328.00	0.00	89,105.00
SNAP	MI28B401009	443,940.00	400,145.16	0.00	43,794.84
SNAP	MI28B501004	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	MI28B501005	125,183.00	63,732.00	0.00	61,451.00
SNAP	MI28B501009	443,940.00	166,333.00	0.00	277,607.00
SNAP	MI28B501044	142,014.00	0.00	1,000.00	141,014.00
	SNAP Subtotal:	\$2,073,583.00	\$1,255,932.16	\$10,543.00	\$807,107.84
Shelter + Care Show Sponsors					
SPC	MI28C0-2000 (SRA/TRA)	315,108.00	0.00	2,830.95	312,277.05
SPC	MI28C80-2002 (SRA)	843,480.00	824,320.83	700.00	18,459.17
SPC	MI28C90-2001 (SRA)	600,300.00	443,003.72	0.00	157,296.28
SPC	MI28C97-0110 (PRA)	1,474,560.00	597,213.12	0.00	877,346.88
SPC	MI28C97-0113 (PRA)	166,080.00	69,810.16	0.00	96,269.84
SPC	MI28C97-0116 (SRA)	1,585,980.00	988,189.00	0.00	597,791.00
	SPC Subtotal:	\$4,985,508.00	\$2,922,536.83	\$3,530.95	\$2,059,440.22
Portfolio Totals: Grants: 25		\$43,817,064.00	\$16,056,485.17	\$83,180.95	\$27,677,397.88

Figure 4–29. SPC Grant Portfolio

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

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance
SPC	MI28XXXX (SRA/TRA)	315,108.00	0.00	2,830.95	312,277.05
	MI28 " " " <SRA Business Partner Sponsor>			0.00	2,330.95
SPC	MI28 " " " (SRA)	843,480.00	824,320.83	700.00	18,459.17
	MI28 " " " <SRA Business Partner Sponsor>			500.00	
SPC	MI28 " " " (SRA)	600,300.00	443,003.72	0.00	157,296.28
	MI28 " " " <SRA Business Partner Sponsor>			443,003.72	0.00
SPC	MI28 " " " (PRA)	1,474,560.00	597,213.12	0.00	877,346.88

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

4.3.3 Shelter Plus Care (SPC) Payment Voucher Entry

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

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

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
Special Needs Assistance					
SNAP	<input type="checkbox"/> MI XXXXXXX	525,433.00	436,328.00	0.00	89,105.00
SNAP	<input type="checkbox"/> MI " "	443,940.00	400,145.16	0.00	43,794.84
SNAP	<input type="checkbox"/> MI " "	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	<input type="checkbox"/> MI " "	125,183.00	63,732.00	0.00	61,451.00
SNAP	<input type="checkbox"/> MI " "	443,940.00	166,333.00	0.00	277,607.00
SNAP	<input type="checkbox"/> MI " "	142,014.00	0.00	0.00	142,014.00
Shelter + Care					
SPC	<input checked="" type="checkbox"/> MI " "	315,108.00	0.00	330.95	314,777.05
SPC	<input type="checkbox"/> MI " "	843,480.00	824,320.83	700.00	18,459.17
SPC	<input type="checkbox"/> MI " "	600,300.00	443,003.72	0.00	157,296.28
SPC	<input type="checkbox"/> MI " "	1,474,560.00	597,213.12	0.00	877,346.88
SPC	<input type="checkbox"/> MI2 " "	166,080.00	69,810.16	0.00	96,269.84
SPC	<input type="checkbox"/> MI2 " "	1,585,980.00	988,189.00	0.00	597,791.00

Submit Reset Cancel

Figure 4–31. SPC Payment Voucher Selection

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

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

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

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

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

4.3.3.1 Sponsor-based Rental Assistance (SRA) Component Selection

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

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

Business Partner
SPC Component Selection

Menu → Voucher Selection → Voucher Entry

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

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

Grant No: <Mlxxxxxxx>

	SPC Component	Name	Operating Start Date	Voucher Period mm-yyyy	Sponsor
<input checked="" type="checkbox"/>	SRA	Sponsor Rental Assistance	07-14-2006	01-2007	DETROIT EAST, INC
<input type="checkbox"/>	TRA	Tenant Rental Assistance	07-14-2006		
<input checked="" type="checkbox"/>	ADMN	Administrative			

Submit Reset Cancel

Figure 4–32. SRA Component Selection

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

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

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

The screenshot shows a web application interface for 'Business Partner Voucher Selection'. At the top, there is a navigation bar with 'Menu', 'Auth', 'Log Off', and 'Bottom' links. Below the navigation bar, a message states: 'Unit and Tenant information is required for the 02-2007 SRA component. If appropriate, click the * checkbox to duplicate the 01-2007 reported periods information.' The main content area contains two tables. The first table, titled '<Business Partner/ Grant No>', has columns for 'Unit Information', '01-2007', and '02-2007'. The second table, titled 'Tenant Information', has columns for '01-2007' and '02-2007'. Both tables have a checked checkbox in the '02-2007' column header. At the bottom of the form are 'Submit', 'Reset', and 'Cancel' buttons.

Unit Information	01-2007	02-2007 <input checked="" type="checkbox"/>
SRO Single Room Occupancy Units	0	<input type="text" value="0"/>
1BR 1 Bedroom Units	0	<input type="text" value="0"/>
2BR 2 Bedroom Units	2	<input type="text" value="2"/>
3BR 3 Bedroom Units	0	<input type="text" value="0"/>
4BR 4 Bedroom Units	0	<input type="text" value="0"/>
Total	2	2

Tenant Information	01-2007	02-2007 <input checked="" type="checkbox"/>
SMI Seriously and Mentall Ill	0	<input type="text" value="0"/>
CSA Chronic Substance Abusers	2	<input type="text" value="2"/>
S/C Seriously Ill and Chronic Substance Abusers	0	<input type="text" value="0"/>
PWA People With Aids	0	<input type="text" value="0"/>
PWOD People With Other Diseases	0	<input type="text" value="0"/>
Total	2	2

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

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

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

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

Click ‘Submit’ to request the funds.



Business Partner
Payment Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

eLOCCS
SPC Shelter + Care
Payment Voucher

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

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

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

1. Voucher Number 030-*****	2. LOCCS Prgm Area SPC	3.	4.
5. Voice Response No. <VRS Response No>	6. Grantee Organization <Business Partner>		
8. Grant / Sponsor Grant MIxxxxxxx MIxxxxxxx	8a. Grantee Organization TIN / Sponsor Information <Sponsor TIN> <Sponsor>		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
1000	SRA Rental Assistance	310,108.00	309,777.05	2,000.00
1060	Administrative	0.00	0.00	500.00
Total:		310,108.00	309,777.05	2,500.00

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

11. Name & Phone Number of Person completing this form <User Name>	12. Name & Title of Authorized Signatory	14. Date of Request 02-12-2007
	13. Signature	

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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

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

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

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

Payment Voucher		Office of Community Planning and Development			
<p>Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.</p> <p>HUD implemented the Line of Credit Control System/Voice Response System (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.</p>					
1. Voucher Number 030-117124	2. LOCCS Pgrm Area SPC	3	4		
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Business Partner>				
8. Grant / Sponsor Grant MI xxxxxxxx MI xxxxxxxx	6a. Grantee Organization TIN / Sponsor Information < Grantee Organization TIN/Sponsor Information>				
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1000	SRA Rental Assistance	310,108.00	2,330.95	307,777.05	2,000.00
1060	Administrative	0.00	0.00	0.00	500.00
Total:		310,108.00	2,330.95	307,777.05	2,500.00
<p>I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.</p>					
11. Name & Phone Number of Person completing this form <User Name>		12. Name & Title of Authorized Signatory			
		13. Signature		14. Date of Request 02-12-2007	
<p>Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 3802)</p> <p>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.</p>					
form HUD-50080-SPC-a (4/2000)					
<p>This Payment Request was APPROVED...</p> <p>A payment of \$2,500.00 should be deposited in your account on Wednesday February 14, 2007. Please print this request, and retain for your records.</p>					
<input type="button" value="Menu"/>					

Figure 4–35. Approved SRA Payment Request

4.3.3.2 Tenant-based Rental Assistance (TRA) Component Selection

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

<Business Partner>
SPC Component Selection

Menu → Voucher Selection → Voucher Entry

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

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

Grant No: MI xxxxxxxx

	SPC Component	Name	Operating Start Date	Voucher Period mm-yyyy	Sponsor
<input type="checkbox"/>	SRA	Sponsor Rental Assistance	07-14-2006		
<input checked="" type="checkbox"/>	TRA	Tenant Rental Assistance	07-14-2006	01-2000	
<input type="checkbox"/>	ADMN	Administrative			

Submit Reset Cancel

Figure 4–36. TRA Component Selection

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

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

4.3.3.3 Project-based Rental Assistance (PRA) Component Selection

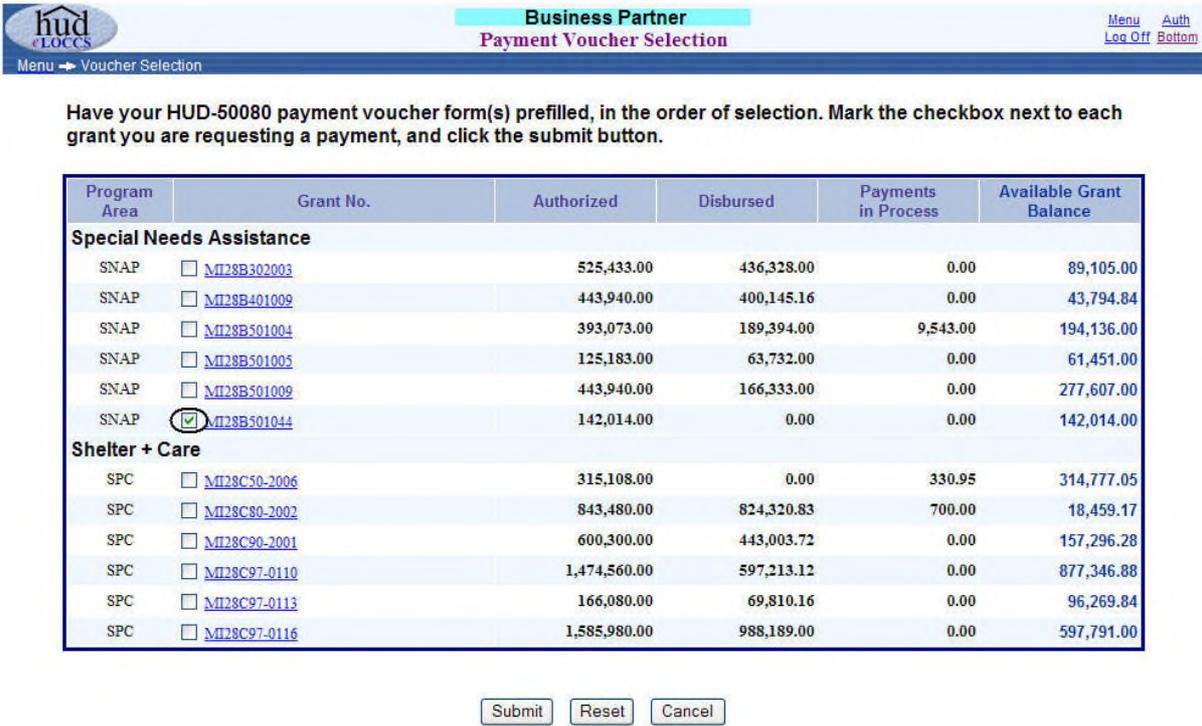
PRA voucher requests are handled the same way as TRA component requests. The ‘Voucher Period’ is required information for a PRA component voucher request.

4.4 Special Needs Assistance Program (SNAP)

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

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

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



Menu → Voucher Selection

Business Partner
Payment Voucher Selection

Menu Auth
Log Off Bottom

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
Special Needs Assistance					
SNAP	<input type="checkbox"/> MI28B302003	525,433.00	436,328.00	0.00	89,105.00
SNAP	<input type="checkbox"/> MI28B401009	443,940.00	400,145.16	0.00	43,794.84
SNAP	<input type="checkbox"/> MI28B501004	393,073.00	189,394.00	9,543.00	194,136.00
SNAP	<input type="checkbox"/> MI28B501005	125,183.00	63,732.00	0.00	61,451.00
SNAP	<input type="checkbox"/> MI28B501009	443,940.00	166,333.00	0.00	277,607.00
SNAP	<input checked="" type="checkbox"/> MI28B501044	142,014.00	0.00	0.00	142,014.00
Shelter + Care					
SPC	<input type="checkbox"/> MI28C50-2006	315,108.00	0.00	330.95	314,777.05
SPC	<input type="checkbox"/> MI28C80-2002	843,480.00	824,320.83	700.00	18,459.17
SPC	<input type="checkbox"/> MI28C90-2001	600,300.00	443,003.72	0.00	157,296.28
SPC	<input type="checkbox"/> MI28C97-0110	1,474,560.00	597,213.12	0.00	877,346.88
SPC	<input type="checkbox"/> MI28C97-0113	166,080.00	69,810.16	0.00	96,269.84
SPC	<input type="checkbox"/> MI28C97-0116	1,585,980.00	988,189.00	0.00	597,791.00

Submit Reset Cancel

Figure 4–37. SNAP Payment Voucher Selection

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



Business Partner
Payment Voucher Entry

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

Menu → Cancel Voucher Selection → Voucher Selection → Voucher Entry

eLOCCS
SNAP Special Needs Assistance
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
 Office of Community Planning and Development

1. Voucher Number 001-*****	2. LOCCS Prgm Area SNAP	3.	4.
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>		
8. Grant or Project No. <Grantee/Project No>	6a. Grantee Organization TIN <Grantee Organization Tax ID>		

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

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

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

11. Name & Phone Number of Person completing this form <User Name>	12. Name & Title of Authorized Signatory	14. Date of Request 02-09-2007
	13. Signature	

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

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

Figure 4–38. SNAP Payment Voucher Entry

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

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



Business Partner
Payment Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

eLOCCS
SNAP Special Needs Assistance
 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
 Office of Community Planning and Development

1. Voucher Number <Voucher No>	2. LOCCS Prgm Area SNAP	3.	4.
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>		
8. Grant or Project No. <Grant/Project No>	6a. Grantee Organization TIN <Grant Organization Tax ID>		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.00
Total:		133,252.00	1,000.00	132,252.00	1,000.00

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

11. Name & Phone Number of Person completing this form <User Name>	12. Name & Title of Authorized Signatory	
	13. Signature	14. Date of Request 02-07-2007

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

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

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

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

Figure 4–39. SNAP Voucher Payment Request Approved

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

This Payment Request was APPROVED...

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

eLOCCS SNAP Special Needs Assistance Payment Voucher		U.S. Department of Housing and Urban Development Office of Community Planning and Development			
<small>Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.</small>					
<small>HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.</small>					
1. Voucher Number <Voucher No>	2. LOCCS Pgrm Area SNAP	3	4		
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>				
8. Grant or Project No. <Grant/Project No>	6a. Grantee Organization TIN <Grant Organization Tax ID>				
Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	133,252.00	1,000.00	132,252.00	1,000.00
Total:		133,252.00	1,000.00	132,252.00	1,000.00
<small>I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.</small>					
11. Name & Phone Number of Person completing this form <User Name>		12. Name & Title of Authorized Signatory		14. Date of Request 02-07-2007	
		13. Signature			
<small>Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802)</small>					
<small>Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.</small>					

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

- Manual Review

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

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

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



Business Partner
Payment Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

eLOCCS
SNAP Special Needs Assistance
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
Office of Community Planning and Development

1. Voucher Number	2. LOCCS Pgrm Area SNAP	3	4
5. Voice Response No. <Voice Response No>	6. Grantee Organization <Grantee Organization>		
8. Grant or Project No. <Grant/Project No>	6a. Grantee Organization TIN <Grantee Organization Tin>		

Budget Line Item	Name	Authorized	Disbursed	Available Balance	Voucher Amount
1050	Supportive Services	135,252.00	95,824.00	39,428.00	50,000.00
Total:		135,252.00	95,824.00	39,428.00	50,000.00

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

11. Name & Phone Number of Person completing this form <User Name>	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 04-30-2007

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

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

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

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

Menu
Voucher Selection

Figure 4–41. SNAP Voucher Payment Request Rejected

4.5 Capital Fund Recovery Grants (CFRG)

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

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

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

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

www.ccr.gov



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

DUNS ASSIGNMENT

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



Figure 4-42. Select DUNS Entry

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

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

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

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

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

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

Business Partner DUNS Entry

HUD requires your organization to have a Data Universal Number System (DUNS) number and register with the Central Contractor Registration (CCR). Since multiple DUNS numbers may exist for your organization, you must explicitly assign a DUNS number to each of your HUD grants.

If you have any questions regarding DUNS or CCR, please contact your local HUD Program Office.

Below are the available DUNS entries (if any) as pulled from CCR based on the Tax ID of your organization. Please assign a DUNS number to each unassigned grant in the bottom table. Use the  button to quickly assign the associated DUNS to all grants requiring a DUNS assignment, or selectively assign a DUNS to each grant by using its associated dropdown box.

If your organization has a DUNS not displayed as a selection, it is most likely a result of the Tax ID in CCR not matching the Tax ID for your organization in LOCCS. You can manually add another CCR entry by entering the DUNS (and +4 extension if applicable) and selecting the  button.

Central Contractor Registration (CCR) Information						
Name	City	State	DUNS	+4	Auto-Assign	
1) Business Partner	<City >	<State >	XXXXXXXXXX			
Add CCR Selection:					<input type="text"/>	

Recovery Act Grant				
Program Area	Grant No.	Current Assignment		DUNS+4 Assignment
		DUNS	+4	
Capital Fund Recovery Grants				
CFRG	MNXXXXXXXXXX			-- Unassigned --

Submit Reset

Figure 4-43. Assigning a DUNS to a Grant

Business Partner DUNS Entry

HUD requires your organization to have a Data Universal Number System (DUNS) number and register with the Central Contractor Registration (CCR). Since multiple DUNS numbers may exist for your organization, you must explicitly assign a DUNS number to each of your HUD grants.

If you have any questions regarding DUNS or CCR, please contact your local HUD Program Office.

Below are the available DUNS entries (if any) as pulled from CCR based on the Tax ID of your organization. Please assign a DUNS number to each unassigned grant in the bottom table. Use the button to quickly assign the associated DUNS to all grants requiring a DUNS assignment, or selectively assign a DUNS to each grant by using its associated dropdown box.

If your organization has a DUNS not displayed as a selection, it is most likely a result of the Tax ID in CCR not matching the Tax ID for your organization in LOCCS. You can manually add another CCR entry by entering the DUNS (and +4 extension if applicable) and selecting the button.

Central Contractor Registration (CCR) Information						
Name	City	State	DUNS	+4	Auto-Assign	
1) Business Partner	<City >	<State >	XXXXXXXXXX		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add CCR Selection: <input type="text"/> <input type="text"/> <input type="checkbox"/>						

Recovery Act Grant				
Program Area	Grant No.	Current Assignment		DUNS+4 Assignment
		DUNS	+4	
Capital Fund Recovery Grants				
CFRG	MNXXXXXXXXXX			XXXXXXXXXX

Submit Reset

Figure 4-44. DUNS Entry

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

HARTFORD HOUSING AUTHORITY DUNS Update

Action Confirmed

More Menu

Figure 4-45. Confirmation of DUNS Entry

4.6 Housing Green Retrofit Program (HGRP)

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

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

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

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

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
Housing Green Retrofit Program					
HGRP	<input checked="" type="checkbox"/> PAE1FEGRANT	4,000,000.00	0.00	0.00	4,000,000.00

Figure 4-46. Payment Voucher Selection Form for ARRA

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



Business Partner
Admin/Property Selection

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

Menu → Voucher Selection → Voucher Entry

- For Administrative Travel draws (2.14B-GRP), select the [Administrative Draw Only] checkbox.
 - For an Asset-Specific draw, select the checkbox next to the Property Number.
 - then click the Submit button

Grant No: PAEXXXXXXXX

	Property No.	Property Name	City	State
<input checked="" type="checkbox"/>	Administrative Draw Only			
<input type="checkbox"/>	Property No	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA

Figure 4-47. Administrative Draw Property Selection



Business Partner
Payment Voucher Entry

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Menu → Voucher Selection → Voucher Entry

eLOCCS
HGRP Housing Green Retrofit Program
Payment Voucher

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

HUD implemented the Line of Credit Control System/Voice Response System (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
Office of Housing

1. Voucher Number
104*****

2. LOCCS Pgrm Area
HGRP

3. _____

4. _____

5. Voice Response No.
n/a

6. Grantee Organization
Grantee Organization Name

8. Grant or Project No.
PAEXXXXXXXXX

6a. Grantee Organization TIN
XX-XXXXXXX

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
0001	Operating Budget	4,000,000.00	4,000,000.00	
0010	Admin Travel (2.14B-GRP)	0.00	0.00	500.00
0100	Green Physical Assess Rpt	0.00	0.00	
0110	Energy Audit	0.00	0.00	
0120	IPM Report	0.00	0.00	
0130	Recording Costs	0.00	0.00	
0140	Title Bring-Down Expense	0.00	0.00	
0150	Legal Counsel	0.00	0.00	
0160	GRP Travel (2.14A-GRP)	0.00	0.00	
0170	Other Subcontractors	0.00	0.00	
0180	Other	0.00	0.00	
0200	Init Feasibility Assess	0.00	0.00	
0210	Plan Approved by Director	0.00	0.00	
0220	Closing and Doc Distr	0.00	0.00	
0300	Due Diligence Incent Fee	0.00	0.00	
0310	Closing Incentive Fee	0.00	0.00	
Total:		4,000,000.00	4,000,000.00	500.00

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

11. Name & Phone Number of Person completing this form
Grantee

12. Name & Title of Authorized Signatory

13. Signature

14. Date of Request
05-20-2009

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

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

Figure 4-48. Housing Green Retrofit Program Voucher Entry

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

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

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

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

Figure 4–49. Payment Request Accepted

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

Business Partner
Admin/Property Selection

Menu → Voucher Selection → Voucher Entry

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- For Administrative Travel draws (2.14B-GRP), select the [Administrative Draw Only] checkbox.
 - For an Asset-Specific draw, select the checkbox next to the Property Number.
 - then click the Submit button

Grant No: PAEXXXXXXXX

	Property No.	Property Name	City	State
<input type="checkbox"/>	Administrative Draw Only			
<input checked="" type="checkbox"/>	Property No	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA
<input type="checkbox"/>	" "	Property Name	Fairfax	VA

Submit Cancel

Figure 4–50. Asset Specific Draw

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



Business Partner
Payment Voucher Entry

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

Menu → Voucher Selection → Voucher Entry

eLOCCS
HGRP Housing Green Retrofit Program
Payment Voucher

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

HUD implemented the Line of Credit Control System/Voice Response System (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
Office of Housing

1. Voucher Number 104-*****	2. LOCCS Pgrm Area HGRP	3	4
5. Voice Response No. n/a	6. Grantee Organization Grantee Organization Name		
8. Grant / Property No. PAEXXXXXXXX	6a. Grantee Organization TIN / Property Information XX-XXXXXXX Property Name		

BLI	Name	Authorized	Available Drawdown Balance	BLI Drawdown Amount
0001	Operating Budget	4,000,000.00	4,000,000.00	
0010	Admin Travel (2.14B-GRP)	0.00	0.00	
0100	Green Physical Assess Rpt	0.00	0.00	0.00
0110	Energy Audit	0.00	0.00	200.00
0120	IPM Report	0.00	0.00	0.00
0130	Recording Costs	0.00	0.00	0.00
0140	Title Bring-Down Expense	0.00	0.00	400.00
0150	Legal Counsel	0.00	0.00	0.00
0160	GRP Travel (2.14A-GRP)	0.00	0.00	0.00
0170	Other Subcontractors	0.00	0.00	0.00
0180	Other	0.00	0.00	0.00
0200	Init Feasibility Assess	0.00	0.00	0.00
0210	Plan Approved by Director	0.00	0.00	0.00
0220	Closing and Doc Distr	0.00	0.00	0.00
0300	Due Diligence Incent Fee	0.00	0.00	0.00
0310	Closing Incentive Fee	0.00	0.00	0.00
Total:		4,000,000.00	4,000,000.00	600.00

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

11. Name & Phone Number of Person completing this form Grantee	12. Name & Title of Authorized Signatory
	13. Signature
	14. Date of Request 05-20-2009

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C.3729, 3802)
Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

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

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

4.7 eLOCCS S235 and S236 IRP

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

4.8 Section 8 Contract Administrator (S8CA)

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

5.0 QUICK REFERENCE

5.0 QUICK REFERENCE

5.1 Troubleshooting Tips

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

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

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

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

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

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

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

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

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

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

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

My Organization address is incorrect in eLOCCS.

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

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

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

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

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

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

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

5.2 LOCCS URL Quick References

LOCCS URL Quick References

1) LOCCS Access Guidelines for Grantees

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

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

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

2) eLOCCS Getting Started Guide

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

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

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

3) eLOCCS Registration Guide

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

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

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

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

4) HUD-27054 LOCCS Access Authorization form

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

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

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

5) Secure Systems (this is how you access eLOCCS)

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

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

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

5.3 Help Desk Contact Information

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

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