



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

OFFICE OF HEALTHY HOMES AND
LEAD HAZARD CONTROL

POLICY GUIDANCE NUMBER: PGI 2010-01	DATE: December 1, 2010
SUBJECT:	Revised Line of Credit Control System (LOCCS) Reimbursement Procedures
STATUS:	Current
APPLICABILITY:	All OHHLHC grant programs
RELATED GUIDANCE:	24 CFR 84, 24 CFR 85, OMB Circulars A-21, A-87, and A-122
COMMENTS:	

Purpose: The Office of Healthy Homes and Lead Hazard Control (OHHLHC) is issuing this policy guidance to ensure that reimbursements for eligible costs and activities are made in compliance with all applicable requirements. The Government Technical Representative (GTR) assigned to a grant is responsible for the review and approval of grantee requests for payment through the Line of Credit Control System (LOCCS). The GTR approves or rejects grantee payment requests within five business (5) days of the request for reimbursement (i.e., LOCCS request date). Grantees shall submit the following documentation, including, but not limited to:

1. Part 3 Financial Reporting Form (attached)
2. VRS Request Voucher for Grant Payment, Form HUD 27053 (attached)
3. Supporting documentation for all costs on VRS requests exceeding \$100,000
4. Any other documentation requested by the GTR

The following reimbursement process is being implemented in connection with this new policy guidance:

1. The Grantee makes reimbursement request using the VRS telephone system and emails and/or faxes copies of original documents required in support of request to the grantee's assigned GTR.
 - a. Complete documentation in support of requests exceeding \$100,000 will be required for all direct costs, including personnel (direct labor) and fringe benefits. A description of direct costs is provided in the Notice of Funding Availability (NOFA) under which the award was made.
 - b. For requests less than \$100,000, the Part 3 Financial Reporting Form and the VRS Request Voucher for Grant Payment Form-HUD 27053 are required, unless other additional provisions are required in the grant agreement. OHHLHC will not approve LOCCS requests without supporting documentation.
 - c. LOCCS requests must be submitted at least 10 days prior to the end of the quarter in order to be counted towards quarterly benchmark goals;
2. Within five business (5) days of receipt by fax and/or email, the GTR reviews submitted documentation in accordance with the above requirements, and verifies eligibility of reimbursements being requested. GTRs may review and approve emailed or faxed requests, but originals must be sent to the GTR by mail within five business (5) days.

Failure to comply with this requirement will result in OHHLHC holding approval of requests until originals are submitted;

- a. If additional documentation is required, the GTR notifies the grantee by email. The GTR will review resubmitted documentation within two business days; and,
 - b. Once all required documentation is submitted, the GTR approves or rejects request;
3. The GTR approves or rejects the Request Voucher for Grant Payment in the LOCCS based on review of submitted documentation. Grantees are notified by phone and/or email for rejected voucher(s) and instructions for resubmitting the revised voucher(s).
 4. Funds are dispersed to the grantee account typically within three business days of approval.

OHHLHC will not approve grantee LOCCS requests without acceptable supporting documentation.

The GTR, in compliance with the Department's grant monitoring process, may at any time, but not less than once per year, require that all supporting documentation for any requests for reimbursement be submitted to the GTR regardless of the amount of reimbursement being requested.

Grantees must ensure that all documentation associated with LOCCS payment requests are retained according to appropriate record retention requirements. Records related to the grant program must be made available for inspection by HUD or its designee as stipulated in the grant agreement.