



Requesting Approving Official Access Following 90-Day Inactivity Suspension Form eLOCCS Business Partners (Only)

OFFICE OF THE CHIEF FINANCIAL OFFICER

This document provides guidelines for lifting a 90-day inactivity suspension of a Business Partners Approving Official in eLOCCS for Active eLOCCS users. This document should only be submitted when the Approving Official has received notification that they have **failed to answer the security questions**.

BUSINESS PARTNER (grantees) - There is a MANDATORY REQUIREMENT for a NOTARY, signature & seal. Once completed - Send Change of Approving Official Form via Secured Email to the HUD Program Officer assigned to your organization. **All fields must be typed in except for signatures.**
HUD PROGRAM OFFICER - Please review this form for accuracy then submit it, secured via WinZip, to the designated INTERNAL email address.

1. Approving Official Information

Last Name		First Name	MI	Title (mandatory)
Approving Official Secure Systems User ID (mandatory)		Office Telephone Number (include area code and extension if applicable)		Daytime Telephone Number (include area code and extension if applicable)
Business Address				Personal/Business email must contain the name of the new Approving Official; Generic emails are not accepted
Approving Official's Signature (must be legible)			Date	NOTARY STAMP

2. Notary (must be different from the user and approving official) Seal, Signature, and Date Notarized (mm/dd/yyyy)

Notary Last Name	Notary First Name	Notary ID Number	Notary Signature and Date
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3. HUD Program Office Point of Contact's Name
(HUD Program Officer must be registered in LOCCS Web as a user)

Last Name		First Name	MI	Title
H-ID				Office Telephone Number (include area code)
HUD Program Office Point of Contact's Signature (must be legible)				Date (mm/dd/yyyy)

NOTE: Send secured to the HUD Program officer assigned to your Funding Award. The HUD Program Officer assigned will facilitate the action for suspension removal.. If there is a problem with the grantee's request, the HUD Program Officer will be made aware.

Instructions for the Requesting Approving Official Access Following 90-Day Inactivity Suspension Form

For more information concerning the eLOCCS System visit the following webpage: https://www.hud.gov/program_offices/cfo/finsys/eLOCCS_access/quick_reference

1. Approving Official Information: Enter the name, office telephone number, title, Secure Systems User ID, office address, signature and date of the approving official. Note: The approving official is required to be the organization's Chief Executive Officer or equivalent as determined by the Senior Management of the Organization. Senior Management officials are defined as: Owner, Executive Director, President, CEO, or Board Officers defined as Chairperson, President, Vice Chairperson, Vice President, Board Secretary or Board Treasurer, Manager, Director, Chief Financial Officer (CFO), Treasurer, Tribe Administrator, or Tribal Chief. Senior Management may delegate the approving official responsibilities in writing to the Deputy or Assistant of the same title as the approving official. **Interim and Acting** personnel are not eligible as approving officials. These designations are set to establish these organizations via the Active Partners Performance System (APPS) which sets the organization for Secure Systems access. **OCFO Security reserves the right to request an official organizational chart for review.**
2. Signature/Date: Digital Signatures are accepted. Original signatures are also accepted, but must be legible and provided by the user requesting access along with the date (mm/dd/yyyy).
3. Notary. Must be different from user and approving official. The notary shall include their seal, signature, and date (mm/dd/yyyy). A notary is required to witness and notarize both signatures. The notary shall provide a document with the stamp/seal, signature, and date for the user.