ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

May 15, 2003

MEMORANDUM FOR: Multifamily Hub Directors
Operations Officers
Contract Administration Oversight Monitors
Performance Based Contract Administrators

FROM: Lanier Hylton, Acting Director, Office of Housing Assistance Contract
Administration Oversight

SUBJECT: Modification to New eLOCCS Section 8 Contract Administrator (S8CA)
Function

On February 7, 2001, a memorandum was issued to all Multifamily Hub Directors, Performance Based Contract Administrators (PBCA) and Contract Administration Oversight Monitors (CAOM) providing guidance for a change in the Housing Assistance Payment (HAP) process effective April 1, 2001. This modification for managing the HAP payment process was initiated to alleviate numerous issues including but not limited to workload management, differences between the HUD payment and the actual amount due to the PBCA and payment reconciliation.   As set forth in the February 7, 2001 memo, the new payment procedure discontinued the practice of making HAP payments based on the approved requisition estimate established via the HUD-52663.

Under the process that went into effect on April 1, 2001, the PBCA reviews the HAP voucher to determine the correct amount to be paid to the owner. The PBCA then transmits the approved voucher to the Tenant Rental Assistance Certification System (TRACS).   The U.S. Department of Housing and Urban Development (HUD), in turn, pays the actual approved monthly HAP voucher to the PBCA instead of the requisition estimate (HUD-52663).

The Incentive Based Performance Standards (IBPS) working group 6 recommended and HUD concurred with the suggested modifications to LOCCS to eliminate the requisition (HUD-52663) process in its entirety. Therefore, it was necessary to develop a tool that would trigger when the PBCA would be making HAP payments to the owner. HUD has implemented a "cutover" date mechanism in eLOCCS, requiring the PBCA to enter the date they will assume responsibility for making HAP payments to owners.   The new process will be activated and made available for use on May 15, 2003. Once this new process is initiated, all pending HUD-52663s will be deleted from the system and the availability of the HUD-52663 will be eliminated in eLOCCS.

The ACC will be revised to incorporate this data entry modification relative to the cutover date entries. However, in the interim, PBCAs will continue to receive the administrative fee as currently documented in the ACC, IBPS #11, until such revisions have been made.

PBCAs remain responsible to the extent possible for making HAP payments ninety days following contract assignment.

An online tutorial for the eLOCCS-Web S8CA screens is available for HUD staff only through the eLOCCS homepage. There are no tutorials available for the PBCAs since the eLOCCS screens are similar to what was provided under the original LOCCS system. However, there is an eLOCCS guide titled "eLOCCS Getting Started Guide" which is provided as a reference tool for all users and can be accessed by clicking on the following link, http://www.hud.gov:80/offices/cfo/webloccs.pdf. This guide can also be found on the Chief Financial Officer website under the financial system link, http://www.hud.gov:80/offices/cfo/finsys.cfm.

Procedures for activating the new process are as follows:

(1) The tenant baseline should be completed prior to cutover date entry.

(2) The PBCA will access the "Cutover Date" page located in eLOCCS.

(3) The PBCA will enter the appropriate cutover date (mm/yyyy) for every contract where a HUD-52663 has not been entered and approved as of May 15, 2003.

(4) The cutover date should be entered thirty days prior to the PBCA's initial HAP payment to the owner to provide sufficient time for HUD review and possible PBCA reentry.

(5) The CAOM will monitor the cutover dates entries to ensure the PBCA has entered the cutover dates within the specified timeframe relative to the contract assignment date.

(6) The HUD field office staff in conjunction with the PBCA continues to have the discretion to suspend payments in TRACS for noncompliant owners. .

(7) The PBCA has two days to provide notice to the CAOM via e-mail when a cutover date has been entered into eLOCCS.

(8) The CAOM will access the eLOCCS workload screen and review and approve the cutover dates in the action column within one week of notification by PBCA.

(9) Cutover dates disapproved by the CAOM will be deleted. Additionally, the CAOM is required to provide written justification on the comment screen for any disapproval. Once cutover dates are deleted, the PBCA will be notified by the CAOM within two days via e:mail of this decision. The PBCA will need to reenter new cutover dates. Similar to the HUD-52663 processing, pending vouchers submitted to TRACS by the Owner/Agent after the effective cutover date will be rejected.

The attachments to this memo consist of eLOCCS cutover date screens that the PBCA is able to view. If you have any questions, the PBCAs should contact their CAOM and the CAOM in turn should contact their Desk Officer.

Attachments

New *e*LOCCS PBCA Cutover Date Screens
effective May 15, 2003

Main Menu:

The HUD-52663 menu option has been replaced by a Cutover Date menu option.

Cutover Date Entry

The Cutover Date Entry for users with an 'ADM' LOCCS role assigned, will display all contracts under the CA portfolio which do not have a cutover date assigned. Users who do not have the 'ADM' role assigned, will be limited to a drop down of contracts assigned to them by their Secure Systems Coordinator.

For ease of data entry and system processing, only 20 contracts at a time will be displayed, with a next link for the next set of 20 contracts. The cutover date entry field requires a month and year in MM/YYYY format. If multiple contracts are being assigned the same cutover date, a simple cut and paste operation is the quickest way of entering this information.

After entering the information, click the Submit button at the bottom of the screen, and LOCCS will edit/process the entered dates and return a confirmation screen with the results. Any accepted entries will default to the 1st of the month.

LOCCS will edit the cutover date entered is within a 90 day cutover date window. It cannot be more then 90 days before or after the current system date. Any failed entries will be returned on the confirmation screen with appropriate error information.

hud eLOCCS	Louisana Housing Finance Agency Cutover Date Entry	Menu Auth Log Off Bottom

Menu ➡ Cutover Date Entry

			Rows 1 - 20 Next
	Contract No	Name	CA Cutover Date (enter MM/YYYY)
1)	LA480001003	DESIRE COMMUNITY HOUSING CORP	
2)	LA480002004	CITY OF SHREVEPORT HSG AUTH	
3)	LA480002005	WELLINGTON SQUARE APARTMENTS	
4)	LA480008004	MOREHOUSE GARDEN APT	
5)	LA480008005	WYCHE APARTMENTS	
6)	LA480008006	RICHLAND APARTMENTS	
7)	LA480010004	DESOTO ESTATES	
8)	LA480010005	CANE GARDENS APTS	

Cutover Date Confirmation

The confirmation screen shows the results of LOCCS processing.   Accepted entries are marked with a green check, non-accepted are returned with appropriate error information.

	Contract No	**Name**	**CA Cutover Date (enter MM/YYYY)**
1)	LA480001003	DESIRE COMMUNITY HOUSING CORP	06/2003 ✔
2)	LA480002004	CITY OF SHREVEPORT HSG AUTH	06/2003 ✔
3)	LA480002005	WELLINGTON SQUARE APARTMENTS	06/2003 ✔
4)	LA480008004	MOREHOUSE GARDEN APT	06/2003 ✔
5)	LA480008005	WYCHE APARTMENTS	06/2003 ✔
6)	LA480008006	RICHLAND APARTMENTS	06/2004 — Cutover date outside 90 day range

Louisana Housing Finance Agency
Updated Cutover Dates

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Menu ➡ Cutover Date Entry ➡ Updated Cutover Dates

✔ Checked Dates are successfuly updated.

Submit

Outstanding Documents

Accepted cutover dates must be approved by the CAOM. Any cutover dates entered, that have not been approved by the CAOM can be viewed on the Outstanding Documents query. A cancel icon will appear to the right of the document under the Action column if the person viewing the document is the same one who entered it. Selecting the cancel icon will bring up a page to cancel the pending cutover date document.

	Contract No	Cutover Date	Date Submitted	Name	Pending	Action
1)	LA480001003	06-01-2003	04-29-2003 11:20	DESIRE COMMUNITY HOUSING CORP	CAOM Review	
2)	LA480002004	06-01-2003	04-29-2003 11:20	CITY OF SHREVEPORT HSG AUTH	CAOM Review	
3)	LA480002005	06-01-2003	04-29-2003 11:20	WELLINGTON SQUARE APARTMENTS	CAOM Review	
4)	LA480008004	06-01-2003	04-29-2003 11:20	MOREHOUSE GARDEN APT	CAOM Review	
5)	LA480008005	06-01-2003	04-29-2003 11:20	WYCHE APARTMENTS	CAOM Review	

Cancel Pending Cutover Date

Entering a reason and clicking the Submit button will remove the pending cutover date action. The cutover date can then be reentered through the Cutover Date entry screen.