



Section 811 PRA Payment Procedure for Administrative Costs

Form Submission and LOCCS Access

- I. Complete HUD-27054E LOCCS Access Authorization and submit to:

Katina Washington
Program Analyst
U.S. Department of Housing and Urban Development
451 7th ST SW, Room 6150
Washington D.C. 20410

Note: Users and Approving Officials will need to have access to Secure Systems. New Users, reinstated users, change in Secure System ID must submit ORIGINAL notarized form by mail. All existing users form should be submitted by mail. The program code for PRA administrative funds is 811A. Please ensure all the necessary fields are completed within the form. Forms will not be processed with any blank fields. When submitting by mail, please use overnight mail or other express mail services.

- II. HUD will review and approve the form and forward to the LOCCS User Support Branch. **Do not send forms for access to other programs. Those forms should be submitted to the appropriate Program Official.**
- III. User Support Branch will complete process and send written notification directly to the Authorized User designated on the HUD-27054E.

Users may now access eLOCCS and prepare their vouchers (please review the **Step-by-step Instructions for 811 PRA Grantees to use HUD systems** for further details).

Drawdowns

Request for administrative funds must be drawdown on a monthly or quarterly basis only. No other frequency will be allowed. The grantee must choose the preferred frequency. All requests should be submitted by the 15th of the month. Requests will be reviewed for approval by the end of the month.

Approving Voucher Requests

- I. Submit your voucher through eLOCCS. Once you submit the request a message will state that the voucher was accepted but needs HUD review.
- II. The voucher will be held in LOCCS until it is approved by HUD.
- III. A request must be submitted to HUD to approve your voucher. The request must include your supporting documentation such as accounting reports or other proof of services rendered. The request can be submitted by email to Katina.X.Washington@hud.gov. **NOTE: Allowable costs cannot be incurred prior to the date of the grantees preliminary award letter.**
- IV. Once HUD has reviewed and approved the supporting documentation, the voucher will be released in eLOCCS for payment to the grantee. **NOTE: During the review process, HUD will check for any outstanding reports such as PRA reporting forms and quarterly budgets. If you have any outstanding reports, you will be requested to submit reports prior to the voucher being released in eLOCCS for payment.**