



Change of Approving Official Instructions eLOCCS Business Partners (Only)

OFFICE OF THE CHIEF FINANCIAL OFFICER

This document provides guidelines for changing a Business Partners Approving Official in eLOCCS for Active eLOCCS users. This document is not used to establish a new Approving Official, when there are **no users assigned**.

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. Authorized User(s) Name

Last Name First Name MI Last Name First Name MI

2. New Approving Official

Last Name First Name MI Title (mandatory) Office Telephone Number (include area code and extension if applicable)

Business Address

New Approving Official Secure Systems User ID (mandatory) Daytime Telephone Number (include area code and extension if applicable)

Approving Official's Signature (must be legible) Date

Personal/Business email must contain the name of the new Approving Official; Generic emails are not accepted

3. Previous Approving Official Name

Last Name First Name MI

NOTARY STAMP

4. 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

5. 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

HID Office Telephone Number (include area code)

HUD Program Office Point of Contact's Signature (must be legible) Date (mm/dd/yyyy)

NOTE: Once the Business Partners' request is approved and processed, the eLOCCS system will e-mail the new Approving Official, notifying him/her that the listed users have been transferred, under their Authority, as requested in the Change of Approving Official letter. If the transferred users are pending recertification, the new Approving Official is responsible for their recertification. If there is a problem with the grantee's request, the HUD Program Office POC will be made aware.

6. Business Partner Entities

Company Name(s)

EIN/TIN

Instructions for the Change of Approving Official 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. User(s) Information: Enter the Business Partner's User(s) last name, first name, and middle initial.
2. New Approval Official: Enter the name, office telephone number, title, Secure Systems User ID, office address, signature and date of the approving official representing the grantee organization. **Approving Officials and Users cannot approve themselves for access to the system. An Approving Official with the same title as the user cannot approve one another (this included the prefix "Co-").** 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.**
3. 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).
4. 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.
5. Approving Official confirmed that Authorizing Officials and Users have only **Admin (ADM) and Query (QRY) selected**, LOCCS roles assigned in Secure Systems. Failure to do so will delay approval of this change.
6. Business Partner Entities full name as written in LOCCS and assigned EIN/TIN. This will allow for confirmation of AO and assigned Users roles.

Confirmed Authorizing Official LOCCS Roles

Confirmed Users LOCCS Roles