

LOCCS/VRS
SNAPS Special Needs Assistance Program
Request Voucher for Grant Payment

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB Approval No. 2535-0102 (exp. 1/31/2004)

See Instructions and Public Reporting Burden Statement on back

1. Voucher Number 	2. LOCCS Pgrm. Area SNAP HPAC IHP	3. Period Covered by this Request (dates)	4. Type of Disbursement <input type="checkbox"/> Partial <input type="checkbox"/> Final
5. Voice Response No. (5 digits, hyphen, 5 more)	6. Grantee Organization's Name		
8. Grant No.	6a. Grantee Organization's TIN		

9. Line Item no.	Type of Funds Requested	Amount (round to nearest dollar)
1010	Acquisition	
1020	Rehabilitation	
1021	New Construction	
1022	Substantial Rehabilitation	
1023	Moderate Rehabilitation	
1030	Operating Cost	
1040	Rental Assistance	
1050	Supportive Services	
1060	Administrative Cost	
1070	Child Care	
1080	Employment Assistance	
1090	Relocation	
1100	Leasing	
1110	Repair & Maintenance	
1111	Prevention (RH)	
1112	Capacity Building (RH)	
1120	Other:	
10.	Voucher Total	

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

11. Name & Phone Number (including area code) of the Authorized Person who called SNAPs System VRS	12. Signature X	13. Date of Request
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Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The Housing and Community Development Act of 1987, 42 U.S.C. 3543, authorizes HUD to collect the SSN. The data are used to ensure that individuals who no longer require access to Line of Credit Control System (LOCCS) have their access capability promptly deleted. Provision of the SSN is mandatory. HUD uses it as a unique identifier for safeguarding LOCCS from unauthorized access. Failure to provide the information requested may delay the processing of your approval for access to LOCCS. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information collection is to request payment of grant funds or to designate the appropriate officials who can have access to HUD voice activated payment system. The HUD voice activated payment system has been especially designed to help the recipient when calling in for a request of funds and improves the payment process so the recipient will know right away whether their request will be paid or not. This information collection is required under 24 CFR Subpart C, 85.21 - Post Award Requirements, the information collection is needed in order to obtain or retain a benefit.

Instructions for the Request Voucher for Grant Payment for the Special Needs Assistance Program (SNAPs)

- Item 1. **Voucher Number:** The first 3 digits are the prefix to your program. Enter "**001**" if grant funds are being requested for a grant awarded under a SHDP or SHP (TH, PH, SAFAH and Renewal) grant. Enter "**038**" if funds are being requested for a Housing Opportunity for Persons with AIDs (HOPWA) competitive grant. Enter "**054**" if funds are being requested for an Innovative Housing Program (IHP) grant. (If you do not know your 3-digit program prefix, contact your local Field Office.) The remaining 6 digits will be assigned by LOCCS/VRS during the telephone call. The entire 9-digit number will have to be entered prior to ending the call.
- Item 2. **LOCCS Program Area:** Circle "**SNAP**" (001) for SHDP and SHP grant requests, "**HPAC**" (038) for HOPWA competitive grant requests, and "**IHP**" (054) for Innovative Homeless Programs.
- Item 3. **Enter the period covered by this request.**
- Item 4. **Type of Disbursement:** Check "partial" until the final request for grant funds is made.
- Item 5. **Voice Response No:** Enter the 10 digit Voice Response System (VRS) project number which was sent to you by mail. Your regular HUD project number will be repeated back for verification after the VRS project number is entered.
- Item 6. **Grantee Organization's Name:** Enter the name of the organization requesting funds. It must be the same name that appears on the Grant Agreement.
- Item 6a. **Grantee Organization's Tax Identification No:** Enter the tax (employer) Identification Number (TIN).
- Item 7. Not applicable.
- Item 8. **Grant Number:** Enter the project number that appears on the Grant Agreement.
- Item 9. **Type of Funds Requested:** SNAPs grant VRS draw-downs are directed against specific funding categories called Budget Line Item (BLIs). LOCCS associates a 4-digit number with each line item. Enter the amount requested in each category (lines 1010 through 1120) and the total funds requested under item 10, Voucher Total.
- Item 11. **Name & phone number** (including area code) of the authorized person who completed the call-in to VRS. The authorized person is shown on line 3 of form HUD-27054.
- Item 12. **Signature** of the person identified in item 11.
- Item 13. **Date of this Request:** Enter the date of the call-in to request funds.