

CHAPTER 4. FUNDS CONTROL PLANS

POLICY ON FUNDS CONTROL PLANS. All allotment holders shall be required to prepare a funds control plan describing the administrative control of funds allotted to them. The funds control plan shall be submitted annually for review until the CFO determines further submission and review are not needed. This determination shall be based on the funds control plans adhering to the guidelines in this handbook. Once the CFO has determined that further review of a funds control plan is unnecessary, then submission of the plan for annual review will not be required unless changes in law, policy or procedure have occurred that would be inconsistent with the existing plan. With respect to administrative changes, the allotment holder shall advise the CFO of any changes to the funds control plan during the course of the year, in writing, including the precise timing of any changes to the persons or positions authorized to initiate, approve, and process actions that commit, obligate, or expend funds.

ROLES AND RESPONSIBILITIES FOR PLANS. Each allotment holder is ultimately responsible for the preparation, submission and implementation of a funds control plan that provides for an effective administrative control of funds allotted to them. The allotment holder's designated Funds Control Officer is responsible for maintaining and assuring adherence to the funds control plan, and for providing orientation and training to HUD staff involved in carrying-out activities related to the administrative control of funds prescribed in the funds control plan. The allotment holder should request his/her Program Counsel in the Office of the General Counsel and the OCFO's Appropriations Law Staff to review and sign-off on any newly developed or revised funds control plan. This review should be made from the standpoint of legal sufficiency of the documents used as the intended point of legal obligation, as well as the legal sufficiency of any application, selection and announcement processes leading up to the intended legal point of obligation. Any problems or risks identified by the Program Counsel or Appropriations Law Staff should be discussed with the applicable Funds Control Officer, and the allotment holder, if warranted, for correction before approving the funds control plan or processing actions towards an obligation.

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FORM AND CONTENT OF PLANS. Each funds control plan will contain a certification with original signatures from the allotment holder, any suballotment holders and their Funds Control Officers that they: (i) are aware of the requirements of HUD's Administrative Control of Funds Handbook; (ii) acknowledge their responsibility to administer funds allotted to their control in accordance with those requirements; and (iii) have established and will properly execute a funds control plan that provides reasonable assurance that obligations and expenditures will not exceed the authorized limits of the funds allotted to them. The general format for the required content of the funds control plan is provided in Appendix No. 9. The specific content of an allotment holder's funds control plan must meet the requirements of this handbook and include all relevant information requested in Appendix No. 9 for each program or activity for which funds are allotted.

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4-4. PROCESSING OF PLANS. All Allotment holders shall be required to prepare a funds control plan describing the administrative control of funds allotted to them. The funds control plan shall be submitted annually for review until the CFO determines further

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submission and review are not needed. This determination shall be based on the funds control plans adhering to the guidelines in this handbook. Once the CFO has determined that further review of a funds control plan is unnecessary, then submission of the plan for annual review will not be required unless changes in law, policy or procedure have occurred that would be inconsistent with the existing plan. With respect to administrative changes, the allotment holder shall advise the CFO of any changes to the funds control plan during the course of the year, in writing, including the precise timing of any changes to the persons or positions authorized to initiate, approve, and process actions that commit, obligate, or expend funds.

CHANGES TO PLANS. The allotment holder must immediately advise the CFO of any changes to their funds control plan during the fiscal year. To assist the CFO in affixing responsibility for any violations of the Antideficiency Act during the year, it is important that the Funds Control Officer maintain a complete record of any changes to the designated positions or persons authorized to initiate, approve and process actions that commit, obligate or expend funds, including the precise timing of those changes.

COMPLIANCE REVIEWS. The OCFO will conduct periodic reviews of compliance with funds control plans (both conditionally approved and unconditionally approved) to assure adequate funds control is being applied in actual practice. Any deficiencies disclosed in the content or execution of funds control plans will be promptly communicated to the responsible Funds Control Officer and allotment holder for timely corrective action.

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