

FORM AND CONTENT OF FUNDS CONTROL PLANS

1. INFORMATION TO BE INCLUDED IN FUNDS CONTROL PLAN

Allotment Holders will develop a separate Funds Control Plan for each Advice of Allotment issued to them. Funds Control Plans must contain detailed information for program line item or other activity included in the allotment, broken down to the lowest level of any corresponding assignment of funds, as described below. Please follow the format as listed below and reference any attachments provided in support of the plan. For Salary and Expense and Working Capital Funds, please contact the OCFO for guidance on funds control plan format and specific requirements.

1. Identify apportionment/allotment title and account number:
Attach initial apportionment request or most recent approved apportionment/Allotment.
2. List Allotment Holder/Suballotment Holder(s) [Name(s) and Title(s)].
3. List designated Funds Control Officer(s) [Name(s) and Title(s)].
4. List obligation and liquidation time limit(s) associated with the allotted funds.
5. Provide a description of any suballotment, subdivision and/or assignment of the allotted funds.
6. Provide hierarchy of the accounting codes associated with each funded activity covered in the allotment to show how funded activities are controlled and rolled-up to the allotment level.
7. Identify and describe the:
 - a. Authorized purposes for which the allotted funds can be used;
 - b. Any special terms, conditions, or limitations on the authorized purposes, including relevant legal opinions on the use of funds; and
 - c. Any special terms, conditions or limitations on the release of funds (for example, the recipient must first submit a certification that it has carried out its environmental review responsibilities).
- 8a. For each funded activity covered by the plan, describe in detail the chronological step-by-step process for committing funds, including a description of:
 - (1) How and when the official identified in item 10c verifies the availability of funds prior to making a commitment;
 - (2) The point of commitment, the commitment form (with an attached completed sample copy), and who signs such form; and
 - (3) Who records the commitment and how and when it is recorded.
- 8b. For each funded activity covered by the plan, describe in detail the chronological

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step-by-step process for obligating funds, including a description of:

- (1) How and when the official identified in item 10c verifies the availability of funds prior to incurring an obligation;
- (2) The point of obligation, the obligating document(s) (with an attached completed sample copy), and the order of the recipient and HUD signatures on such document(s);
- (3) Any letters or documents (with an attached completed sample copy) that are sent to the recipient along with or before the obligating document and whether any of those letters or documents contain signatures (and if so, whose) and are returned to HUD; and
- (4) Who records the obligation and how and when it is recorded.

9. For each funded activity, describe the sequence(s) for validating and approving payment requests against an obligation.

10. For each funded activity identify the names and/or positions of the persons authorized and responsible for:

- a. Initiating requests for a commitment or obligation of the subject funds;
- b. Approving requests for a commitment or obligation of the subject funds (Funds Approving Official);
- c. Verifying the availability of funds prior to making a commitment or incurring a legal obligation of the subject funds (Funds Verification Official);
- d. Reviewing and approving requests for payment of funds;
- e. Certifying payment of the subject funds (Payment Certifying Officer); and
- f. Maintaining official records on the funded activity, including documents supporting the commitment, obligation and payment of funds.

11. Provide information on funds control training:

- a. Identify those trained and type of training received by key officials identified in sections 2, 3 and 10 above; and
- b. List those to receive training and type of training in the upcoming fiscal year.

12. Identify and describe the automated funds control and payment system(s) or alternative controls for assuring that the amount of commitments, obligations and expenditures do not exceed allotted funding levels. (In the case of accounts controlled by HUDCAPS, the Chief Financial Officer will maintain a HUDCAPS Budget Execution Manual as Appendix 11 to this Handbook, which can be incorporated by reference in Funds Control Plans for allotted funds controlled through HUDCAPS or the combination of HUDCAPS and a subsidiary system such as the Program Accounting System (PAS), the HUD Procurement System (HPS) or the Small Purchase System (SPS)).

13. Management of unliquidated obligations and recapture of funds:

- a. Identify process for tracking and review of unliquidated obligations;
- b. Explain procedures for resolution and closeout of unliquidated obligations; and

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- c. Describe recapture process to include why and when recaptures take place.
- 14. Provide copies of all completed sample forms and documents used in the commitment or obligation of funds.
- 15. Include a copy of the funds control process flow chart, if available. Any changes made to the processes described in the funds control plan need to be reflected in the applicable flow chart.

2. CERTIFICATION BY ALLOTMENT/SUBALLOTMENT HOLDER’S FUNDS CONTROL OFFICER

The applicable apportionment/allotment title and account number should be inserted at the beginning of each Funds Control Plan certification section, followed by the following certification:

This is to certify that:

- 1. I am aware of the requirements of the Antideficiency Act and HUD’s Administrative Control of Funds Handbook;
- 2. I acknowledge my responsibility to administer funds allotted to my control in accordance with those requirements; and
- 3. I 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 me.

Designated Funds Control Officer

Name:
Title:
Signature/Date:

Allotment/Suballotment Holder(s)

Name:
Title:
Signature/Date:

The completed Funds Control Plan will contain the above described certification with original signatures and the date of the signature from the designated Funds Control Officer and the Allotment/Suballotment holder(s) for each Funds Control Plan.