



Special Attention of:
HUD Management

Notice ADM-2023-01

Issued: June 30, 2023

Expires: This notice remains in effect until amended, revoked, or superseded

Cross References: 41 CFR
Subtitle C Exec. Order No.
12072, 1978

Subject: HUD Facilities Review Committee Policy

1. Purpose. This notice serves to establish and implement the policy and procedures for HUD's Facilities Review Committee (FRC). The FRC will ensure HUD's facilities are managed in a safe, efficient and economical manner and are available to meet the requirements of ongoing and future utilization.

2. Applicability. This notice applies to Executive and non-executive level staff in all HUD program areas, including the Office of the Inspector General. The establishment and implementation of this policy is authorized under 1) 41 CFR Subtitle C, Chapter 101; 2) Executive Order 12072, 1978.

3. Background. The FRC serves as the Department's senior advisory body for prioritizing, reviewing, and recommending approval of (Headquarters) and concurrence for (Field) office moves and space renovations. In the Field, GSA is the landlord and makes the decisions on acquisitions. This notice outlines the roles, responsibilities and procedures governing the FRC.

4. Structure. The FRC is a Department-level management committee that is responsible for making recommendations (Headquarters) and concurrence (Field) to Department leadership on the acquisition, utilization, full-cost management, maintenance, and renewal of HUD facilities. The FRC reports to the Assistant Secretary for Administration.

A. Roles and Responsibilities
Facilities Review Committee

- Annual review and concurrence on the Capital Plan and the projects proposed within the plan.

- Review and approve recommendations regarding the reallocation of space within HQ.
- Establish standards for new submissions to be accepted by the FRC for review.
- Establish standards for annual ranking proposals outside of the Capital Plan projects.

Assistant Secretary for Administration (ASA)

- Responsible for space management in headquarters, regional, and field offices.
- Oversees the activities of the FRC.
- Ensures that capital planning is integrated into the strategic and business planning decision-making processes.
- Oversees the activities of facilities utilization. Will serve as the arbit for any disagreements elevated for approval by the FRC Chair.
- Establishes strategic priorities for the management and utilization of facilities resources.

Assistant Deputy Secretary, Field Policy and Management (FPM)

- Oversight of the Program Offices space allocation in the Field and Regional offices.
- Final approval for any Field or Regional space proposals not included in the Capital Plan.
- Study and Forecast future facilities needs, including proposals to streamline and improve the efficient performance of the missions and programs of the agency.

General Deputy Assistant Secretary, Office of Administration (GDAS/OA)

- Serves as the FRC Chair.
- Appoints a representative of Office of the Chief Administrative Officer (OCAO) to serve as the FRC's Executive Secretary.
- Approves meeting agendas.
- Approves drafts and final documents before they are submitted to the ASA.
- Provides overall leadership and guidance to the FRC and informs members of management issues that are important to the decision-making process.
- Forwards the finalized Annual Capital Plan (ACP) to the ASA. The conveyance memo will include a summary of any issues relating to disagreements on reallocation of space and prioritization of proposals.
- Coordinates with OASA's budget officer to ensure budget submissions include those projects approved by the FRC.

Assistant Secretaries or Equivalent (AS)

- Designate FRC representatives, including an alternate, from their respective program office (PO).
- May elect to participate in the FRC and cast the PO's vote.

Program Office Representatives (PO) and Alternate Representatives

- Advocate for their respective PO proposals.
- Obtain direction and guidance from their leadership and brief leadership on facility proposals that impact their PO.
- Attend and participate in meetings regardless of whether their PO has any proposals being considered by the FRC.

- Senior-level official, knowledgeable of PO concerns and policies who are authorized to commit their PO regarding facilities issues.
- Provide input to the FRC and informs members of PO management issues that are important to the decision-making process.
- Manage their PO's assigned space allocation and report any needs or unutilized space for reassignment.
- Ensure their PO occupancy and utilization data is current.
- Have knowledge of the PO Multi-Year Talent Acquisition Plan (MyTAP) and any increases or decreases in space requirements.
- Coordinate with their PO budget officer to include language in their budget submission that supports funding for approved proposals.
- Identify facility requirements regarding current or future needs.

Executive Secretary (ES), Office of the Chief Administrative Officer (OCAO)

- Serve as a non-voting member of the FRC.
- Schedule quarterly and annual meetings.
- Prepare and disseminate meeting agendas at least 72 hours in advance of scheduled meetings.
- Disseminate new proposals to FRC members in advance of quarterly meetings.
- Meet with the Chair as required to discuss the proposed agenda.
- Track actions resulting from deliberations.
- Take meeting minutes and distribute to members no later than 5 business days following meetings.

Safety and Occupational Health Officer (SOHO)

- Serve as a non-voting member of the FRC.
- Collaborate with POs and the Director, Office of Facilities Management Services (D/OFMS) to prepare new proposals.
- Collaborate with the Director, Field Support Services (D/FSS) and FPM to prepare new proposals.
- Advise the FRC on the identification, prevention and control of health and safety hazards relating to the work environment, as well as their prevention and control.

Director, Office of Facilities Management Services (D/OFMS)

- Serve as a non-voting member of the FRC.
- Serve as a technical advisor to the FRC on all HQ proposals.
- Gather, prioritize, and justify facilities requirements and advocate for them to the FRC in the context of overall needs, objectives, and goals.
- Collaborate with POs and the SOHO to prepare new proposals.
- Collaborate with POs regarding any space reallocation between program offices necessary for new proposals.
- Recommend resolution on headquarters space reallocation disputes.

- Submit complete proposals to the FRC Secretary for inclusion on the agenda for the next scheduled quarterly FRC meeting.
- Collaborate with the D/OFSS to present the ACP to the FRC for review and comment.
- Collaborate with the D/OFSS to incorporate any FRC directed changes to the ACP and submit to the FRC Chair for signature and submission to the ASA.
- Responsible for developing the Capital Plan draft.

Director, Office of Field Support Services (D/OFSS)

- Serve as a non-voting member of the FRC.
- Serve as a technical advisor to the FRC on all field office proposals.
- Collaborate with Field Office Directors (FOD), Deputy Regional Administrators (DRA) and the SOHO to prepare new proposals.
- Submit complete proposals to the FRC Secretary for inclusion on the agenda for the next scheduled quarterly FRC meeting.
- Collaborate with the D/OFMS to present the ACP to the FRC for review and comment.
- Collaborate with the D/OFMS to incorporate any FRC directed changes to the ACP.
- Responsible for developing the Capital Plan draft.

B. FRC Membership

- a. Chair - General Deputy Assistant Secretary, Office of Administration
- b. Deputy Chair - Assistant Deputy Secretary, Field Policy and Management
- c. Executive Secretary/Office of the Chief Administrative Officer (non-voting)
- d. Member, Office of Housing
- e. Member, Office of Public & Indian Housing
- f. Member, Office of Community Planning and Development
- g. Member, Government National Mortgage Association
- h. Member, Office of Fair Housing & Equal Opportunity
- i. Member, Office of General Counsel
- j. Member, Office of Chief Financial Officer
- k. Member, Office of Chief Information Officer
- l. Member, Executive Offices
- m. Member, Office of Policy Development and Research
- n. Member, Office of the Inspector General
- o. Advisor – Director, Office of Facility Management Services (non-voting)
- p. Advisor – Director, Office of Field Support Services (non-voting)

- q. Advisor – Safety and Occupational Health Officer (non-voting)

5. Operating Procedures. The FRC will function under the following operating procedures governing attendance and quorum, the decision-making process and other principles and practices.

A. Attendance and Quorum: Quarterly and Annual Meetings

- The FRC will meet quarterly to review new facility requirements.
- New requirements are required to receive a simple majority approval to be incorporated in the ACP.
- Proposals that have not been approved at a quarterly meeting will not be added in the annual review and prioritization of the ACP.
- The FRC will meet annually to prioritize all new and existing requirements.
- Attendance of at least “50% percent plus one” of the voting membership at the annual meeting constitutes a quorum and shall be authorized to conduct business on behalf of the entire body.

B. Decision-making Process

- All facility proposals submitted to the FRC must be approved by a simple majority vote. Each member will cast one vote. Members or their alternate are required to be present to vote. The Chair will cast the deciding vote in the event of a tie.
- Proposals fully funded by the Office of the Inspector General or program office through a contribution to the Working Capital Fund (WCF), and which do not impact another program office, will not be included in the approval and ranking process. These actions will be identified separately in the ACP.
- Appropriated funds for the renovation or furnishing of space that do impact another PO, must be reviewed by the FRC. The FRC must determine the prioritization of the related proposal.
- FRC members who find an FRC decision unacceptable may appeal to the ASA. The ASA shall have final authority over decisions regarding Departmental facilities.

C. Other Operating Principles and Practices

- Ensuring requirements are well defined and reviewing proposed solutions.
- Evaluating requirements considering safety, security, accessibility, urgency, and efficiency.
- Providing a timely, efficient, and responsive deliberation process based on accepted criteria.
- Aligning fiscal resources with the Department’s mission and commitments.
- Following all budget guidance and intent from the Office of Chief Financial Officer (OCFO)
- The FRC may appoint ad hoc committees to evaluate identified space related items that are brought to committee.

6. Proposal Submission Criteria

A. PO Responsibilities

- POs will be required to develop a scope/description and a basis of need for projects within Headquarter and provide program needs during the overall field office renovation/relocation process.
- Partner with OCAO to obtain space planning service (cost, schedule, and technical) prior to submitting space related projects or projects with a facilities component to their organization's or to HUD's management for funding.
- Provide final project proposal approval to OCAO for consideration by the FRC at the next quarterly meeting. POs will be required to document the likely impact on HUD's missions, programs, partner customers and public customers of their proposed project.

B. OFMS and OFSS Responsibilities

- Responsible for ensuring that the overall HQ operations can function efficiently and conform to the approved Program of Requirements (POR).
- Within the context of an Field office renovation/relocation or a Headquarters space development project, work with POs to develop requirements that conform to all applicable policies and regulations.
- Ensure all project proposals contain a cost estimate, estimated schedule, and any technical requirements (e.g., impacts on building systems, etc.).
- Present facilities projects, not captured in the annual Capital Plan, for concurrence by the FRC. Projects shall include:
 - Priority
 - Project Type
 - Deferred Maintenance
 - Repair
 - Replacement
 - Housing
 - Amenity
 - Safety
 - Category:
 - Mission Critical
 - Life Safety
 - Physical Security
 - Modernization
 - Scope
 - Basis of Need

- Assumptions
- Constraints
- Risk Rating (Likelihood and Consequence)
 - Mitigation Strategy (if not funded)
- Estimated Cost of:
 - Demolition
 - Construction
 - Outfitting
- Lifecycle Costs
- Anticipated Schedule
- Impact(s) to Building and Occupants
- Acquisition Method
 - Internal contract
 - GSA
 - Other
- Alternatives Considered
- Impact(s) (if not funded)

7. Further Information.

Questions regarding this Notice may be directed to FacilitiesReviewCommittee@hud.gov.



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