



## Apportionment Chain Documentation and Cycle Time

### PROBLEM STATEMENT

RD's apportionment chain — Congressional Appropriation !' Treasury Warrant !' OMB Apportionment (SF-132) !' OBPA Allotment !' RD / USEC sub-allotment !' obligation !' outlay !' SF-133 reporting — runs through MAX and FMMI and requires NETs (SF-1151) and RC502 funds-control reporting, with cycle-time pressure increasing whenever a CR, supplemental, or apportionment update arrives mid-year.

### WHY IT MATTERS

Apportionment errors freeze obligations, block program disbursements to rural communities, and cascade into Anti-Deficiency Act risk. Smooth apportionment workflow is the difference between RD operating on plan and RD operating in a perpetual funds-control fire drill.

### HSG'S APPROACH

1. Map the current-state apportionment chain and instrument every handoff with cycle-time telemetry.
2. Build a NETs / SF-1151 / RC502 tracker surfacing in-flight apportionment updates, allocations, and sub-allotments in a single Power BI / Tableau view.
3. Use HSG's HUD apportionment / loan sale operations and Ginnie Mae operating-plan analog work for proven federal funds-control discipline.
4. Auto-generate sub-allotment memos and NETs from SF-132 inputs using a templated drafting tool.
5. Stand up a CR / supplemental playbook so when a CR or supplemental drops, RD can move from Treasury warrant to mission-area sub-allotment in days rather than weeks.

### EXPECTED DELIVERABLES

- Apportionment chain process map with telemetry
- NETs / SF-1151 / RC502 in-flight tracker
- Auto-generated sub-allotment memo and NETs templates
- CR / supplemental playbook
- Cycle-time dashboard for OBP and OBPA management

### EXPECTED OUTCOME

**Cut average apportionment-to-sub-allotment cycle time by 35% and reduce CR / supplemental fire drills to a documented, repeatable playbook.**

### ENGAGEMENT TEAM

#### PRIMARY LEAD

**Jelani House**

Engagement Manager · Business Development Lead · AI Lead · FCRA & Budget Execution Lead

#### CONTRIBUTORS

**Michael Nelson**

Senior Financial Analyst · HUD OAS Bench