

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Human Foods Program

Office of Resource Management

Division of Budget and Planning

Effective Date: May 13, 2024

1. Division of Budget and Planning (DCREA).

- A. Provides oversight, and executive leadership for the Human Foods Program (HFP) financial operations, program office budgets, and acquisition programs.
- B. Strategically allocates all HFP resources based on public health risk assessment, prioritization, and evaluation decisions.
- C. Produce actionable analyses of existing and contemplated resources that support HFP work, both to improve internal management and to better inform external stakeholders.
- D. Regularly evaluate and enhance the effectiveness of resource investments, activity-based management and reporting processes, and financial management operations for HFP.
- E. Develops and implements HFP's short- and long-range financial operating plans.
- F. Formulates, develops, and executes annual spend plan for HFP.
- G. Acts as a financial advisor on matters of planning, budgeting, workforce management, and program evaluation for HFP.
- H. Coordinates and prepares budget issue papers and responses to Food and Drug Administration (FDA), Department of Health and Human Services (HHS), Office of Management and Budget (OMB), and Congressional appropriations inquiries for HFP.

- I. Collaborates with program officials to develop and implement HFP's financial resource planning, prioritizing and allocation processes.
- J. Executes internal audits of financial resource usage in efforts to mitigate risk, improve internal controls and ensure compliance with applicable laws, regulations, and financial policies for HFP.
- K. Advises the Office Director and HFP leadership for the development of contracts, cooperative agreements, grants and interagency agreements (IAAs) to include management and merit reviews.
- L. Provides day-to-day operational support for budget and acquisition for HFP.
- M. Prepares estimates of program costs and monitors programmatic expenditures throughout the year, recommending program changes to conserve financial resources.
- N. Develops financial planning and evaluation policy and guidance materials, based on FDA policy decisions and program evaluation data, for use by HFP in program planning and budgeting.
- O. Provides guidance to HFP related to the Federal Manager's Financial Integrity Act (FMFIA), the Government Performance and Results Act (GPRA), Chief Financial Officer Act, and other legislation, regulations, and applicable laws.
- P. Serves as the HFP Liaison with the User Fee Council, Office of Budget, and Office of Financial Management. Serves as the HFP financial representative for all User Fee renegotiations.

2. Budget Formulation Branch (DCREA1).

- A. Coordinates the preparation and review of the HHS, OMB, and Congressional budget justifications for HFP.
- B. Crafts budgetary materials to accurately capture organizational funding needs for HFP and communicates with senior leadership to ensure that financial resource allocations are aligned with and driven by strategic priorities.
- C. Conducts program analysis and evaluation to ensure that HFP leadership has accurate and detailed information to make strategic funding decisions.
- D. Provides HFP leadership with analysis of existing and proposed legislation such as appropriations bills, Continuing Resolutions, and House, Senate and Conference reports, and coordinates with HFP Offices to evaluate the impact of proposals on budget resources.

- E. Analyzes program data to accurately captures financial resource needs for HFP.
- F. Creates and maintains analytical tools for monitoring status of funds, expenditures, and other forms of budgetary and programmatic analysis for HFP.
- G. Develops cost models for HFP to better understand costs associated with the implementation of new programs and associated resource needs.

3. Budget Execution Branch (DCREA2).

- A. Has day-to-day oversight and management responsibility for the execution of HFP's appropriated budget and user fee funds. This includes the responsibility of fund certifying all procurement actions, travel authorizations and associated vouchers as well as reimbursable work authorizations and other direct obligations.
- B. Monitors and distributes appropriated and user fee resources, providing guidance and support to HFP Offices and their respective program and resource managers on the management and execution of their financial allocations. Distribution of financial resources is coordinated with FDA's Budget Execution and Control program. and is managed in the form of an annual Financial Operating Plan (FOP).
- C. Leads and coordinates the development, presentation, and approval of the annual HFP spend plan in preparation for the year of execution.
- D. Develops and maintains guidance, tools, and oversight methods required to promote financial accountability, internal controls, and managerial integrity across HFP.
- E. Coordinates with the Acquisition Liaison Branch to tag, execute and close-out all contracts, cooperative agreements, grants and IAAs to assure that they comply with appropriation law, are included in HFP's spend plan and annual FOP, are committed and obligated timely, and are closed-out with any unused amounts being de-obligated as appropriate in Unified Financial Management System (UFMS).
- F. Conducts payroll analysis and projections for HFP's on-board federal employees as well as develops estimates for approved vacant positions based on grade level and anticipated start date.
- G. Coordinates with the FDA's Budget Formulation program to respond to various data calls as requested by the FDA, HHS, OMB, Congress and the media. Assists in the coordination and preparation of responses to the Office of the Inspector General (OIG), and the Government Accountability Office (GAO) regarding audits, investigations, and studies for HFP.

4. Acquisition Liaison Branch (DCREA3).

- A. Functions as the liaison between HFP Offices and FDA's Acquisition and Grants program. Develops and implements sound procurement practices in consultation with HFP Offices.
- B. Develops and coordinates acquisition packages, provides advice and guidance for contract actions, cooperative agreements, grants and IAAs for HFP Offices.
- C. Serves as the liaison between HFP and FDA to ensure proper execution of contract actions, cooperative agreements, grants.
- D. Manages and executes HFP's \$25K Government purchase card program.
- E. Coordinates Cooperative Research and Development Agreements (CRADA) and assists to commit and obligate CRADA Funds for HFP.

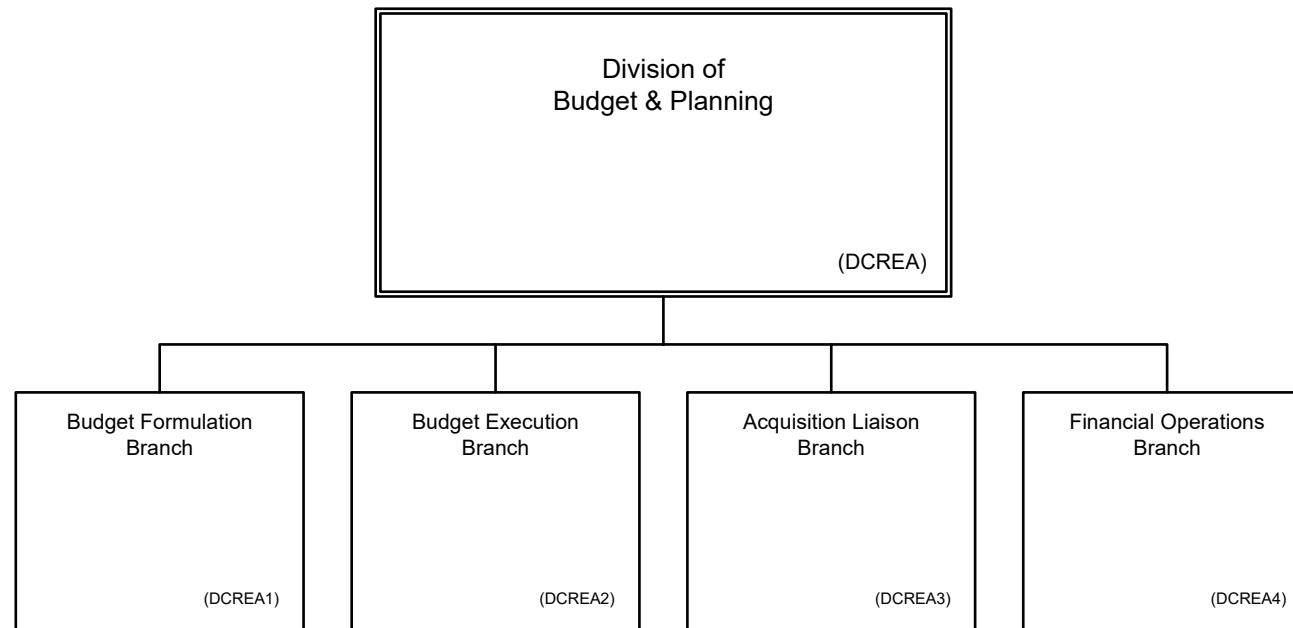
5. Financial Operations Branch (DCREA4).

- A. Functions as the financial operations branch in support of HFP. Develops and implements sound financial operations practices in consultation with HFP Offices.
- B. Oversees funds certification and requisition/direct obligation creation for all contract actions, cooperative agreements, grants, IAAs and travel orders.
- C. Serves as the liaison between HFP and FDA Office of Financial Management
- D. Manages HFP's \$5K and \$10K micro-purchase Government purchase card program and conducts monthly audits as mandated by FDA's Acquisitions and Grants program, as well as coordinates with FDA's Acquisitions and Grants program to provide purchasing guidance, create new cardholder accounts, and provides support to cardholders and Approving Officials.
- E. Coordinates with the Budget Execution Branch to tag, execute and close-out all contract actions, cooperative agreements, grants and IAAs to assure that they comply with appropriations law. Ensures that these mechanisms are committed and obligated timely and are closed-out with any unused amounts being de-obligated as appropriate in UFMS.
- F. Coordinates Interagency Agreements (IAAs), Cooperative Research and Development Agreements (CRADA) and assists to commit and obligate IAA and CRADA Funds for HFP.

6. Authority and Effective Date.

The functional statements for the Division of Budget and Planning were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Human Foods Program
Office of Resources Management
Division of Budget and Planning**



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The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of Resources Management, Division of Budget and Planning organization structure depicting all the organizational structures reporting to the Director:

Budget Formulation Branch (DCREA1)

Budget Execution Branch (DCREA2)

Acquisition Liaison Branch (DCREA3)

Financial Operations Branch (DCREA4)