

# LENDER LETTERHEAD

## CORRECTIVE ACTION PLAN

Name of auditee: \_\_\_\_\_

HUD auditee identification number: *(FHA 5-digit number)* \_\_\_\_\_

Name of audit firm: \_\_\_\_\_

Period covered by the audit: \_\_\_\_\_

CAP prepared by

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

### A. Current Findings on the Schedule of Findings, Questioned Costs, and Recommendations.

#### 1. Finding 201X -1

##### a. Comments on the Finding and Each Recommendation:

The auditee is to provide a statement of concurrence or nonconcurrence with each finding. The auditee is also to provide a statement of agreement or disagreement with each recommendation in the finding.

##### b. Action(s) Taken or Planned on the Finding

The auditee should detail actions taken or planned to correct each finding identified in the report. Appropriate documentation should be submitted for actions taken. For planned actions, the auditee should provide the projected date for completion of all required action. The auditee should provide information on the task(s), subtask(s) and projected completion date(s) for the correction of the deficient condition and repayment of funds if appropriate. The names of the auditee officials or supervisor responsible for completing the proposed task(s) and subtask(s) should also be identified. If the auditee believes corrective action plan is not required, a statement describing the reasons should be included.

#### 2. Finding 201X -2

##### a. Comments on the Finding and Each Recommendation:

##### b. Action(s) Taken or Planned on the Finding

### B. Status of Corrective Actions on Findings Reported in the Prior Audit Schedule of Findings, Questioned Costs, and Recommendations.

The auditee should comment on the status of corrective actions taken on all prior findings that were reported as open or action not completed on the auditor's prior schedule of findings, questioned costs, and recommendations and remain open. The auditee should also update the planned date(s) for completion of task(s) and subtask(s) and responsible entity supervisor or official(s) to complete the task(s) or subtask(s). In addition, documentation should be submitted in support of any portions of the action plan that the auditee considers completed.

Schedule of Findings, Questioned Costs,  
And Recommendations

Option 1: If the audit resulted in no findings, the schedule should still be included in the audit report package and should include only the following statement:

Our audit disclosed no findings that are required to be reported herein under the HUD Consolidated Audit Guide.

Option 2: If the audit resulted in findings to be reported, the following is the format that is to be used.

1. Corrective Actions Not Started or in Process.

Finding 201X-1. Each finding is to be listed and must contain the required information:

Questioned Costs.

Information on Universe and Population Size.

Sample Size Information.

Noncompliance Information.

Condition.

Criteria.

Cause.

Effect or Potential Effect.

Recommendations:

201X-1- a.

201X-1- b.

Management comments:

2. Corrective Action Completed.

Finding 201X-2.

Each finding is to be listed and contain the required information.

Recommendations:

201X-2- a.

201X-2- b.

Management comments: