

REPROGRAMMING PROCEDURES

CONSIDERATIONS

- Communities are encouraged to minimize reprogramming to reduce administrative burden
- Determining realistic project needs at application will minimize the need to reprogram funds

A REPROGRAMMING IS A TRANSACTION THAT EITHER:

- Transfers funds from an existing project to another existing project
- Transfers funds from an existing project to a new project
- Changes a project description

PROCEDURES

1. Community contacts Planning Unit to discuss eligibility
2. Community sends required documentation to Planning Unit
3. Planning Unit reviews paperwork including reprogramming request cover letter, certified meeting minutes and/or governing body resolution
4. Contract Compliance reviews environmental review record documents (if applicable) and any related issues or financial considerations
5. Planning Unit produces reprogramming authorization form and revised project summary
6. Planning Unit forwards approved documents to community

REQUIREMENTS

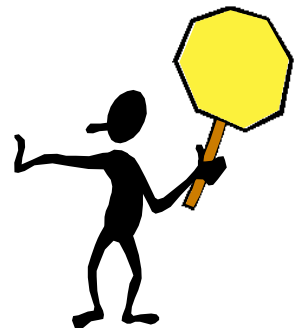
- Reprogrammed funds MUST remain in their allocated program year
- Reprogrammed funds are subject to current federal CDBG regulations
- Public Services are limited per each year's total allocation
- Communities must advertise a public hearing notice in a newspaper of general circulation
- Federal guidelines suggest a ten calendar day period between advertisement and public hearing

DOCUMENTATION

- Reprogramming Request Cover Letter (on community letter head)
- Copy of the public hearing advertisement
- Copy of your certified meeting minutes and/or governing body resolution
- Project description
- Updated environmental review record as needed

REMEMBER YOU NEED TO PROVIDE THE PLANNING UNIT WITH:

- Reprogramming Request Cover Letter
- Copy of the public hearing advertisement
- Copy of certified council minutes and/or governing body resolution
- Project description
- Updated environmental review record as needed



SAMPLE REPROGRAMMING REQUEST LETTER

November 16, 2023

Samantha Ferguson, Grant Compliance & Program Coord.
Oakland County Neighborhood & Housing Development
1200 N. Telegraph Rd, 34E
Pontiac, MI 48341

RE: REPROGRAMMING REQUEST

The City of Troy requests the following reprogramming of PY 2020 funds.

Existing (FROM):

Account Number	Activity Description	Amount
731815	Special Assessment	\$29,000.00

Proposed (TO):

Account Number	Activity Description	Amount
731332	Parks, Recreational Facilities	\$29,000.00

Description:

(ADD DETAILED DESCRIPTION)

I have attached the required backup including a copy of the public hearing advertisement, copy of certified meeting minutes, project description and updated environmental review record as needed. If you have questions or require further information, please contact my office at (248) 524-3399).

Sincerely,

Cindy Stewart
CDBG Contact

Attachments

- Copy of the public hearing advertisement
- Copy of certified council minutes and/or governing body resolution
- Project description
- Updated environmental review record



SAMPLE REPROGRAMMING ADVERTISEMENT

Notice is hereby given that in accordance with Community Development Block Grant (CDBG) requirements a Public Hearing will be held by the City of Troy City Hall on Tuesday, November 21, 2023 7:00 p.m. at the City Hall 500 West Big Beaver Rd to receive written and verbal comment regarding the reprogramming of federal CDBG funds as follows:

Existing - 2020 Program Year

Activity Number	731815
Activity Description	Special Assessment
Amount	\$29,000.00

Proposed - 2020 Program Year

Activity Number	731332
Activity Description	Parks, Recreational Facilities
Amount	\$29,000.00

Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Contact **(name)** at **(number/location)** for special services.