CITY OF BIRMINGHAM
MICHIGAN

NOTICE OF PUBLIC HEARING
JULY 27, 2015
REPROGRAMMING OF
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

NOTICE IS HEREBY GIVEN THAT the City of Birmingham's City Commission will hold a public hearing on the reprogramming of Community Development Block Grant (CDBG) Funds. The Public Hearing will be held on Monday, July 27, 2015 at 7:30 p.m., or as soon thereafter as the agenda will permit in the Commission Room at the City's Municipal Building, 151 Martin Street, Birmingham, MI 48009 for the purpose of hearing public comments on the reprogramming of Community Development Block Grant (CDBG) program year 2013 funds in the amount of $16,898 to be used towards another CDBG project. **All interested citizens are requested to attend the Public Hearing. Comments will also be received in writing or in person at the City Clerk's Office, 151 Martin Street, Birmingham, MI 48009 until 5:00 p.m., July 27, 2015.**

Arrangements to reasonably accommodate, special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour advance notice. Individuals with questions or people with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice) or (248) 644-5155 (TDD).

Laura M. Pierce, City Clerk
City Clerk's Office

City of Birmingham
A Walkable Community

MEMORANDUM

Finance Department

DATE: **July 13, 2015**

TO: **Joseph A. Valentine, City Manager**

FROM: **Kathryn Burrick, Senior Accountant**
Mark Gerber, Director of Finance/Treasurer

SUBJECT: **Reprogramming Community Development Block Grant Public Hearing**

The purpose of the July 27, 2015 public hearing is to receive citizen input regarding the reprogramming of remaining Community Development Block Grant (CDBG) program year 2013 funds towards another project.

The program year 2013 allocation for retrofitting the Adams Fire Station doors to ADA standards was $23,098. The City spent $6,200 on this project leaving a balance of $16,898 of unspent CDBG funds. The remaining balance can only be reprogrammed for similar type projects and can't be used for public services (for example, yard services) because the City has already spent its maximum allocation for that purpose. If the remaining balance is not reprogrammed then the City will forfeit these funds.

Staff is proposing transferring the remaining balance as follows:

Existing (FROM) – Completed Project:

Account Number	Activity Description	Amount
731619	Remove Architectural Barriers - Retrofit Adams Fire Station Doors to ADA standards	$16,898

Proposed (TO) – Upcoming Project:

Account Number	Activity Description	Amount
731619	Remove Architectural Barriers - Installation of a new ADA compliant lift at City Hall	$16,898

Federal regulations governing the public hearing require: the public hearing to first be opened to the public for comment; after public comment, the public hearing should then be closed; **after the public hearing has been closed, the City Commission may then discuss the item and take action by roll call vote.**

SUGGESTED RESOLUTION: To authorize the Finance Director to submit a request along with the public hearing advertisement and City Commission resolution to Oakland County to reprogram the remaining Community Development Block Grant (CDBG) program year 2013 funds in the amount of $16,898 from the Remove Architectural Barrier project – Retrofit Adams Fire Station doors to ADA standards to the Remove Architectural Barriers project – Installation of a new ADA compliant lift at City Hall.

PREPARED: 07/22/15

CITY OF BIRMINGHAM, MICHIGAN
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

Allen House $ -

New Account #	PROGRAM NAME	CFDA NUMBER	GRANT AWARD	GRANTOR	RECEIVABLE* JULY 1	CASH RECEIPTS	FY 2014-2015 EXPENDITUI	RECEIVABLE JUNE 30	UNSPENT GRANT
2014: 731619	Remove Architectural Barriers - City Hall Handicap Lift		$23,061	OAKLAND COUNTY COMM DE\	0.00			0.00	$23,061.00
2014: 731712	Senior Services - Outreach Services Effective July 2014		$3,328	OAKLAND COUNTY COMM DE\	0.00	(3,328.00)	3,328.00	0.00	$0.00
2014: 732170	Yard Services - Effective July 2014		$6,554	OAKLAND COUNTY COMM DE\	0.00	(5,918.84)	6,554.00	635.16	$0.00
2013: 731619	Remove Architectural Barriers - Adams Fire Station Retrofit Front & Rear Doors		$23,098	OAKLAND COUNTY COMM DE\	0.00	(6,200.00)	6,200.00	0.00	$16,898.00
2013: 731712	Senior Services - Outreach Services Effective July 2013		$3,328	OAKLAND COUNTY COMM DE\	0.00			0.00	-
2013: 732170	Yard Services - Effective July 2013		$6,571	OAKLAND COUNTY COMM DE\	989.52	(1,960.17)	970.65	0.00	-
			1,118,414.72		989.52	(17,407.01)	17,052.65	0.00	39,959.00

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

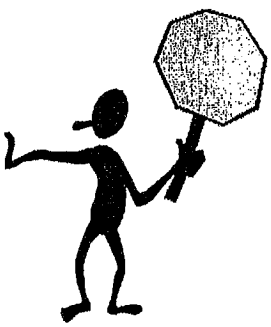
1. Community contacts Planning Unit to discuss eligibility
2. Community sends required documentation to Planning Ur...
3. Planning Unit reviews paperwork including reprogramming request cover letter, certified meeting minutes and/or governing body resolution
4. Contract Compliance reviews environmental 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 two week 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

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