

INDIAN AFFAIRS MANUAL

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5.1 Purpose. This chapter provides guidance on reprogramming procedures.

5.2 Definition. Reprogramming is defined as the reallocation of unobligated funds, within the same appropriation account, from one fiscal year to another, or from one program class to another, after enactment of the fiscal year appropriation(s).

5.3 Responsibilities.

A Director, Office of Planning, Budget, and Management Support, ensures the:

- (1) timely preparation of the required reprogramming requests and reports on reprogramming activity; and,
- (2) entry into FFS of all reprogramming actions between activities, between program classes other than those in Tribal Priority Allocations and Regional Office Programs, or between fiscal years.

B. Regional Budget Office(s):

- (1) enter into FFS all reprogramming actions within Tribal Priority Allocations and Regional Office Programs within the same fiscal year period for programs not subject to special requirements by the Congress; and,
- (2) ensures that no reprogramming is accepted which attempts to extend the availability of funds beyond the life of the appropriation.

5.4 Reprogrammings which Require Advance Congressional Notification. Thirty days advance notification is to be provided to the Committees on Appropriations as described below:

A Descriptions.

- (1) Reallocations between budget activities, as identified in Congressional reports accompanying the Interior Appropriations bill, that would result in an annual increase or decrease of \$500,000 or 10 percent of the activity total, whichever is lower;
- (2) The reallocation of \$500,000 or more from one construction project to another, if such project was identified in the budget justification or in a report issued by the House or Senate Committee on Appropriations.
- (3) Any significant departure from programs described in the Bureau's budget justifications.

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- (4) Any proposed change to a program, project or activity specifically, increased, limited, or denied by the Congress in an Appropriations Act or in a Committee report, regardless of amount.
- (5) Any reorganization which would require a change to the Departmental Manual, even without a change in funding.

B. Congressional Guidelines. The Committees on Appropriations have provided the following guidelines for proposed reprogrammings which require advance notification:

- (1) Reprogrammings should only be made when an unforeseen situation arises and then only if postponement of the project or the activity until the next appropriation year would result in actual loss or damage. Mere convenience or desire should not be factors for consideration.
- (2) Any project or activity which may be deferred through reprogramming shall not later be accomplished by means of further reprogramming but, instead, funds should again be sought for the deferred project or activity through the regular appropriations process.
- (3) Reprogramming proposals submitted to the Committee for prior approval shall be considered approved after 30 calendar days if the Committee has posed no objection. However, the Bureau is expected to extend the approval deadline if specifically requested by either Committee.

5.5 Administrative Reprogrammings. The Bureau may administratively approve reprogrammings among all programs within Tribal Priority Allocations, regardless of amount, and other reprogrammings which do not meet the criteria for requiring advance notification and not subject to special Congressional restrictions. Reprogramming actions which involve more than one allottee or suballottee must be processed by the Division of Budget Management as the allotments or suballotments must be adjusted and reissued prior to processing the reprogramming action.

A. Regional Directors:

- (1) Tribal Priority Allocations (TPA) - approve reprogrammings of amounts included in the TPA base budgets, regardless of amount, unless specifically subject to Congressional restrictions. In those instances where the TPA education funds are suballotted to an education organization, concurrence of the Education Line Officer is necessary prior to approving the reprogramming of education funds. Funds allocated to Tribes in TPA require Tribal consent by the Tribal Leader (i.e., Chairperson, Chief, Governor, etc.) and/or Tribal governing body in writing prior to movement of funds from their allocation(s).

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(2) Regional Office Programs (ROP) - approve reprogrammings of amounts included in the ROP base budgets, subject to the Congressional reprogramming restrictions which prohibit movement of funds without prior Congressional approvals as outlined in Section 5.4. Based on the quarterly reports submitted by the Regional Offices, the Division of Budget Management will determine the Bureau's compliance with the Congressional restrictions and issue, if necessary, the reprogramming procedures required for Congressional approval to Regional Offices if the threshold limitations have been reached on a Bureauwide basis.

B. Education Line Officers review requests for reprogramming of education funds within Tribal Priority Allocations which are suballotted to an education organization and submit such requests to the servicing budget staff for processing.

C. Allottees approve reprogramming of those TPA funds which are not included in the base and administrative reprogrammings in all activities other than TPA and ROP.

5.6 Reprogramming Reports:

A. Quarterly reports on reprogrammings within the Regional Office Operations fund are due to the Division of Budget Management by the fifth working day following the end of each quarter. Reference Illustration 2 for required report format. The report format is provided to Regional Offices prior to the reporting due date and/or upon request by the Regional Budget Officer.

B. Semi-annual reports on reprogrammings within the Tribal Priority Allocations fund are due to the Division of Budget Management by the fifth of April and October. Reference Illustration 2 for required report format. The report format is provided to Regional Offices prior to the reporting due date and/or upon request by the Regional Budget Officer.

5.7 Reprogramming Requests are to be submitted in the form shown as Illustration 1 and are required to be used for all reprogramming requests.

CENTRAL OFFICE USE ONLY
DATE RECEIVED:
DATE PROCESSED:
CONTROL #:

Regional OFFICE USE ONLY
DATE RECEIVED:
DATE PROCESSED:
CONTROL #:

UNITED STATES DEPARTMENT OF THE INTERIOR
 BUREAU OF INDIAN AFFAIRS
 REPROGRAMMING REQUEST

TO: BUREAU OF INDIAN AFFAIRS OR TO: SERVICING BUDGET OFFICE
 DIVISION OF BUDGET MANAGEMENT REGION: _____
 1849 C STREET, N.W., WASHINGTON, D.C. 20240 MAIL STOP: _____
 MAIL STOP 4612-MIB

1. APPROPRIATION TITLE (check one): OIP CONSTRUCTION OTHER

REPROGRAM FROM		REPROGRAM TO	
2. Fund:	36002	Fund:	36002
3. Fiscal Year:		Fiscal Year:	
4. Program Class:	361	Program Class:	362
5. Program Title:	Executive Direction	Program Title:	Administrative Services
6. Division/Region:	P-Northwest Regional Office	Division/Region:	P-Northwest Regional Office
7. Amount:	\$10,000	Amount:	\$10,000

8. JUSTIFICATION

Lower than estimated travel costs resulted in savings in Executive Direction. Funds are reprogrammed to assist in covering costs for relocation expenses of new administrative staff.

9. REQUESTED BY: _____ DATE: _____
 TRIBE
9. REQUESTED BY: _____ DATE: _____
 AGENCY
9. REQUESTED BY: _____ DATE: _____
 EDUCATION LINE OFFICER
9. REQUESTED BY: _____ DATE: _____
 DIRECTOR/ C.O. DIVISION CHIEF
10. APPROVED BY: _____ DATE: _____
 ALLOTTEE/SUBALLOTTEE
10. APPROVED BY: _____ DATE: _____
 ALLOTTEE

Reprogramming Request
Instructions

General: The Reprogramming Request is used to document the reallocation of funds from one program class to another. Regional budget staff enter all TPA and ROP reprogrammings within the same fiscal year into FFS within delegated authorities and that are not subject to special restrictions imposed by the Congress. All other reprogrammings are processed by the Central Office Division of Budget Management.

<u>NUMBER & TITLE</u>	<u>INSTRUCTIONS</u>
1 APPROPRIATION TITLE	Check the appropriation amount within which the funds are being reprogrammed.
2 FUND	Enter the FFS codes of the funds to be decreased and increased.
3 FISCAL YEAR	Enter the budget Fiscal Year of the funds to be decreased and increased.
4 PROGRAM CLASS	Enter FFS program class codes to be decreased and increased.
5 PROGRAM TITLE	Provide the program class titles to be decreased and increased.
6 DIVISION/REGION	Enter the organization codes from which and to which the funds will be reprogrammed.
7 AMOUNT	Enter the amount to be reprogrammed.
8 JUSTIFICATION	Provide reasons why the reprogramming is necessary and the impact upon the decreased program.
9 REQUESTED BY	The individual(s) proposing the reprogramming sign and date on the appropriate line(s).
10 APPROVED BY	Reprogrammings within Tribal Priority Allocations and Regional Office Programs are approved at the Region level by the Regional Director. All other reprogrammings are approved by the appropriate allottee(s).

CHECKLIST FOR FORMAL REPROGRAMING PROPOSALS

FACTORS	Check () if Applicable
1.A. Shift from one budget activity or construction project to another or from finest level of detail in a Committee report.	
OR	
1.B. Significant change from Justification (including reorganization).	
2. Proposed shift, increase or decrease, or plus or minus 10 percent change in program funding.	
3. Does not restore funding previously reprogrammed away.	
4. Needed to avoid loss or damage due to unforeseen situation.	
5. Does not fund new programs or projects or run counter to specific allocations in the Appropriations Act or reports.	
Additional Factor Requiring Formal Reprogramming	
6. Proposed assessment against a program, activity, subactivity or project. (Assessments for overhead administrative expense must be shown in the annual Budget Justifications.)	
7. Are the funds subject to Congressional and/or Central Office reprogramming restrictions?	

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF INDIAN AFFAIRS REGIONAL OFFICE OPERATIONS QUARTERLY REPROGRAMMING REPORT							
Region:							
Worksheet - FY 2002							
Program		FY 2002	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Revised
Code	PROGRAM TITLE	ENACTED	Reprogram 10/1/01 - 12/31/01	Reprogram 01/1/02 - 03/31/02	Reprogram 04/1/02 - 06/30/02	Reprogram 07/1/02 - 09/30/02	FY 2002 ENACTED
36110	Program Management						0.000
36120	Equal Employment Opportunity						0.000
36210	Safety Management						0.000
36220	Personnel Services						0.000
36230	Other Administrative Services						0.000
36240	Information Management Resources						0.000
36260	Common Support Services						0.000
36270	Facilities Management						0.000
	GENERAL ADMINISTRATION						0.000
36410	Community Services, General						0.000
36420	Other Aid to Tribal Government						0.000
	TRIBAL GOVERNMENT						0.000
36510	Services to Children, Elderly & Families						0.000
36530	Housing Development						0.000
	HUMAN SERVICES						0.000
36710	Economic Development						0.000
	COMMUNITY DEVELOPMENT						0.000
36810	Natural Resources, General						0.000
36820	Agriculture						0.000
36830	Forestry						0.000
36840	Water Resources						0.000
36850	Wildlife & Parks						0.000
36860	Minerals and Mining						0.000
	RESOURCES MANAGEMENT						0.000
36910	Trust Services, General						0.000
36920	All Other Indian Rights Protection						0.000
36940	Real Estate Services						0.000
36950	Land Titles & Records Offices						0.000
36970	Environmental Quality Services						0.000
	TRUST SERVICES						0.000
36960	Land Records Improvement						0.000
36980	Land Records Improvement - Data Cleanup						0.000
	TRUST SERVICES NO-YEAR						0.000
	** GRAND TOTALS **						0.000

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF INDIAN AFFAIRS Semi-Annual Reprogramming Report							
Program Code	Program Title	FY 2002 Enacted	1st Qtr Reprogram	2nd Qtr Reprogram	3rd Qtr Reprogram	4th Qtr Reprogram	Revised FY 2002 Enacted
39010	Contract Support (Tribal Reprogramming)						0.000
	TRIBE/AGENCY OPERATIONS	0.000	0.000	0.000	0.000	0.000	0.000
39110	Scholarships						0.000
39120	TCCC's Supplement to Grants						0.000
39130	Adult Education						0.000
39140	Johnson-O'Malley Education Assistance Grants						0.000
39190	Other, Education (Tribal Design)						0.000
	EDUCATION	0.000	0.000	0.000	0.000	0.000	0.000
39220	Other Aid to Tribal Government						0.000
39240	Self-Governance Compacts						0.000
39250	New Tribes						0.000
39270	Contract Support						0.000
39280	Tribal Courts						0.000
	TRIBAL GOVERNMENT	0.000	0.000	0.000	0.000	0.000	0.000
39260	Aid to Tribal Government						0.000
39275	Indian Self Determination Fund						0.000
	TRIBAL GOVERNMENT NO YEAR	0.000	0.000	0.000	0.000	0.000	0.000
39320	Indian Child Welfare Act						0.000
39330	Welfare Assistance Grants						0.000
39380	Housing Improvement Program						0.000
39390	Other, Human Services (Tribal Design)						0.000
	HUMAN SERVICES	0.000	0.000	0.000	0.000	0.000	0.000
39370	Housing Improvement Program						0.000
	HUMAN SERVICES NO YEAR	0.000	0.000	0.000	0.000	0.000	0.000
39430	Community Fire Protection						0.000
	PUBLIC SAFETY AND JUSTICE	0.000	0.000	0.000	0.000	0.000	0.000
39510	Economic Development						0.000
39535	Job Placement & Training						0.000
39560	Road Maintenance						0.000
	COMMUNITY DEVELOPMENT	0.000	0.000	0.000	0.000	0.000	0.000
39550	Road Maintenance						0.000
	COMMUNITY DEVELOPMENT NO YEAR	0.000	0.000	0.000	0.000	0.000	0.000
39605	Natural Resources, General						0.000
39610	Agriculture						0.000
39630	Forestry						0.000
39640	Water Resources						0.000
39650	Wildlife & Parks						0.000
39660	Minerals & Mining						0.000
	RESOURCES MANAGEMENT	0.000	0.000	0.000	0.000	0.000	0.000
39710	Trust Services, General						0.000
39720	Other Rights Protection						0.000
39740	Environmental Quality Services						0.000
39750	ANILCA Programs						0.000
39760	ANCSA Historical & Cemetery Sites						0.000
39770	Real Estate Services						0.000
39780	Real Estate Appraisals						0.000
	TRUST SERVICES	0.000	0.000	0.000	0.000	0.000	0.000
39810	Executive Direction						0.000
39820	Administrative Services						0.000
39830	Safety Management						0.000
39840	Common Support Services						0.000
	GENERAL ADMINISTRATION	0.000	0.000	0.000	0.000	0.000	0.000
	** GRAND TOTALS **	0.000	0.000	0.000	0.000	0.000	0.000