



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Parks, Recreation, Youth and Community Services
(Requesting Department)

Date: August 17, 2021
(Submission Date)

For the August 24, 2021 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ 23,000.00
- Transfer from Contingency \$ _____
- Transfer(s) \$ _____
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Appropriate 2021-2022 Juvenile Review Board Grant for \$23,000.00.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
1061025-432150- 22G09	Juvenile Diversion Grant	\$23,000.00
1067025-531125- 22G09	Drug Free Grant – Program Juvenile Diversion	\$23,000.00

Grants:

Total Amount: Grant \$ 23,000.00

City Share \$ _____ %

Federal/State Share \$ 23,000.00 100 %



Director of Bristol YSB/JRB Administrator
Bristol Juvenile Review Board
51 High Street
Bristol, CT 06010

July 15, 2021

To Whom in may concern:

The CT Youth Services Association (CYSA) is pleased to inform you that your “JRB Support and Enhancement” grant application has been awarded in the amount of \$23,000. Unfortunately, because of an increased amount of JRB applicants this year, not everyone received their requested level. Enclosed you will find a budget revision document as well as blank cash requests and a schedule of due dates. Please return the revised budget (If necessary) and the first quarter’s cash request upon receipt of this letter to begin the process.

I am reminding all JRBs receiving these funds that this funding is meant to enhance and support your existing JRB structure, and not to fully pay for staff or to fully pay for the administering of your JRB and its associated programs.

Your agency will receive the funds in four quarterly payments, the first to be released as soon as the required paperwork is complete.

You will be required to collect and report on data as requested by the Department of Children and Families (DCF) and CYSA and abide by the Terms of Agreement/Scope of Services that was signed at the time of application. You will also be required to follow the budget that was presented in your application and make a formal request for any budget revisions of more than 5% in any line item.

***Please remember, based on the Scope of Services signed by your agency, you are REQUIRED to conduct a case closing hearing (or case closing meeting if full Board is not able to meet) in order to gather the required paperwork and questionnaires and to officially close the case after the minimum SIX MONTH period. Additionally, you are required to have 50% of your JRB Board complete Restorative Justice training by June 30, 2022.

Required data and reports will be due, at a minimum, at the end of the fiscal year for this grant cycle. There may be additional reports due during the course of the year as requested by DCF. Any

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changes required by DCF or CYSA will be given to grantees as quickly as possible in order to expedite any change in process.

Program oversight will be handled by Erica Bromley, the Juvenile Justice Liaison for CYSA. Please communicate with her regarding any questions and send all documents directly to her. Her email is ebromley@ctyouthservices.org.

Thank you and congratulations!

Sincerely,

Justin Carbonella

Justin Carbonella, President
CT Youth Services Association

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P.O. Box 551 * **Glastonbury, CT 06033**
www.ctyouthservices.org * email: cysa@ctyouthservices.org