



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

To: Board of Finance Commissioners

From: ARP Task Force  
(Requesting Department)

Date: February 13, 2023  
(Submission Date)

For the February 28, 2023 Board of Finance Meeting Agenda  
(Date of Meeting)

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

- Additional Appropriation \$ 75,000
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the \_\_\_\_\_  
(governing Board of your department)  
at its meeting held on \_\_\_\_\_.  
(date)

(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:

ARPA Coordinator Part Time Position through December 2025

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

<b>Account</b>		<b>Account Name</b>	<b>Amount</b>
3071018-431725	Rev	ARPA Grant Funds	\$75,000
3074101-515200	Exp	ARPA Part Time Wages	\$75,000
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## **City of Bristol**

**Title:** ARPA Project Coordinator

**Department:** Economic & Community Development (ECD)

**Reviewed:** January 18, 2023

**Position Goal:** Serves as primary contact for City department heads to implement and report utilization of American Rescue Plan Act (ARPA) funding for approved projects.

**Primary Duties:** Serves as primary contact for subrecipient businesses and non-profits receiving ARPA funding from the City; monitoring and replying to emails/phone calls. Will work closely with local for-profit and non-profit ARPA grantees to ensure projects satisfy ARPA-specific requirements concerning procurement, project-specific requirements, reporting responsibilities, and more. Will serve as a staff liaison with the ARPA Task Force. Maintains all documentation and records for City including description of processes; approved ARPA spend plans (budgets), quarterly Progress & Expense Reports (P&E); subrecipient applications, expense and progress reports, and all City expenditures of federal ARPA award. May assist with placing of all announcements, posting of ARPA reports, and updating the City's ARPA webpage with status reports. Works collaboratively with the City's ARPA Consultant to ensure all information (eligibility memos, community surveys, business & non-profit meetings & focus groups, etc.) provided to the Comptroller's Office, other departments and the public is accurate per the ARPA Final Rule. Assists the Comptroller's Office in compiling data, financial reports and other information required for quarterly and annual reports of use of ARPA funds to the U.S. Treasury. Assists the Purchasing Department with review and compliance of procurements consistent with ARPA and federal Uniform Guidance. Along with the City's ARPA Consultant, receives all requests for reimbursements from subrecipients. Review for accuracy, completeness and compliance to ARPA and the federal Uniform Guidance. Upon review, forwards to the Comptroller's Office for approval and payment. Attends monthly ARPA committee meetings and any other meeting with elected officials or appointed committee members, and provides information or assistance as needed. Coordinates calls and meetings between subrecipients and the ARPA Consultant and/or City. Sends virtual call invites, records proceedings and distributes to participants following each meeting. Attends all virtual calls or meetings between subrecipients, the ARPA Consultant and others, as requested by the Executive Director of ECD, Comptroller, or Mayor, records proceedings and completes assignments as directed. Participates in all related department meetings as requested. Performs related duties as assigned.

**Supervised by:** Receives general direction from the Executive Director of ECD.

**Qualifications Profile:** Bachelor's degree from accredited university/college in Accounting, Business Administration, Economics, Finance, Political Science or Public Administration preferred. Knowledge of provisions of the American Rescue Plan Act (ARPA), ARPA Final Rule, ARPA FAQs, Federal Uniform Guidance (2 CFR 200) and ARPA Compliance and Reporting Manual is preferred. Experience in grant writing/management experience and strong customer service skills are desirable.