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TOWN AND CITY CLERK
BRISTOL, CT

September 23, 2020

Mayor Ellen Zoppo-Sassu
Chairman
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Mayor Zoppo-Sassu:

At the Regular Board of Finance Meeting held on **September 22, 2020** it was voted as part of the consent agenda and referred to a Joint Meeting of the City Council and Board of Finance, "to make an additional appropriation of \$27,000 within the Special Grants and Donations Fund funded by grant revenue for the Juvenile Review Board Grant."

Sincerely,

A handwritten signature in cursive script that reads 'Diane M. Waldron'.

Diane M. Waldron
Board of Finance Clerk

cc: Therese Pac

City of Bristol
111 North Main Street
Bristol, CT 06010
www.bristolct.gov



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

To: Board of Finance Commissioners

From: Parks, Rec. Youth & Comm. Services
(Requesting Department)

Date: September 14, 2020
(Submission Date)

For the September 22, 2020 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 \$ 27,000.00
- Transfer from Contingency \$ _____
- Transfer(s) \$ _____
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the Board of _____
(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: **Appropriation of grant funds for the Juvenile Review Board Support & Enhancement Grant 2020-2021.**

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

Account	Account Name	Amount
1061031-432150-21G04	JRB Grant - Revenue	\$27,000
1061031-531125-21G04	JRB Grant - Expenditures	\$27,000

Transfer(s) complete the following:

From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %



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

July 7, 2020

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 \$27,000. Unfortunately, because of an increased amount of JRB applicants this year, we were unable to fund everyone at 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 as well as 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 prior to the end of 2021.

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
The Connecticut Youth Services Association leads, strengthens and supports a unified network of Youth Service Bureaus dedicating to promoting the well-being of Connecticut's children, youth and families.

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



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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