



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

To: Board of Finance Commissioners

From: Emergency Management  
(Requesting Department)

Date: December 30, 2020  
(Submission Date)

For the January 26, 2021 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 \$ 1,450
- 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)

Harley Graime  
(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:

Additional appropriation for a Supplemental Emergency Management grant.

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

Account	Account Name	Amount
1062413 431003 21G13	Supplemental EMPG Grant	\$1,450
1062413 531000 21G13	Professional Fees - Supplemental EMPG Grant	\$1,200
1062413 561800 21G13	Program Supplies - Supplemental EMPG Grant	\$250

Transfer(s) complete the following:

<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Harley Graime

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**From:** Simoneau, Natalie <Natalie.Simoneau@ct.gov>  
**Sent:** Wednesday, December 9, 2020 1:02 PM  
**To:** Harley Graime  
**Cc:** Dawn Leger  
**Subject:** RE: EMPG Supplemental Grant

Hi Harley

Yes you can start purchasing your PPE for your EOC Staff only.

Below is a guideline on what is allowable for purchase. You will need to keep the bills and proofs of payments when it comes time for the reimbursement process.

- EMPG-S Eligible Items
  - Personal Protective Equipment (PPE) – *Emergency Management Staff/EOC staff*
    - ✓ *Gloves*
    - ✓ *Masks (cloth and/or disposable)*
    - ✓ *Sanitizer and/or sanitizing wipes.*
    - ✓ *Face Shields*
    - ✓ *Infrared Thermometers*
    - *Each town will receive at least \$250.00 for PPE.*
  - COVID Testing – *Emergency Management Staff/EOC staff*
    - *Any COVID test accepted by the DPH is eligible for reimbursement.*
    - *Each town will receive \$1,200.00 for COVID testing.*
    - *For tests not covered by insurance.*
    - *Remaining balance of testing can be used to purchase PPE as described above.*
  - *Pandemic Annex to LEOP*
    - *Template to be provided by DEMHS (ETA 2021)*
    - *Paid by stipend - \$5,000 reimbursement upon full LEOP approval by DEMHS Regional Coordinator (do not need to document costs)*
    - *Planning will take place in the second year of the subgrant.*
- Opt-in Needed to Participate
  - If a town/tribal nation has applied for or plans to apply for FY 2020 EMPG, they can opt in via email.
  - If a town/tribal nation does not participate in EMPG, they can fill out an application for EMPG-S funding only if this wish.
- Subgrant forms
  - If a town/tribal nation applies for FY2020 EMPG and opts in by email to EMPG-S
    - The award package will contain two Notices of Award (towns will sign the first two pages) and one set of conditions that will apply to both subgrants. Two Notices of Award are needed because these are different federal grants.

- Reimbursements
  - Towns can claim reimbursements once per year or when they fully expend the grant whichever comes first.
  - Testing – towns should pay the uninsured portion for testing and then submit invoice(s) and proof of payment for reimbursement (EM staff)
  - PPE- town will purchase PPE for EM staff and then submit invoice(s) and proof of payment for reimbursement.
  - Planning- as noted above – towns do not need to track costs/hours. Planning costs will be paid as a \$5,000.00 stipend for completed update to LEOP
  - EMPG-S is a 100% reimbursement. The match is already being provided by the state.

## FREQUENTLY ASKED QUESTIONS

Question: Can a town that did not participate in the first year, opt in in the second year for the planning stipend?

Answer: Yes a town can opt in for the second year for the planning stipend.

Question: If a town exhausts their PPE and/or Testing funding in the supplemental program can they seek reimbursement for the un-claimed costs in their Regular EMPG grant?

Answer: Yes, as long as the town has funding leftover in their regular EMPG grant. NOTE: The opposite situation does not apply. A town cannot take regular EMPG costs and seek reimbursement under the supplemental program.

Question: Where should a town store the PPE purchased under the EMPG-S?

Answer: The preferred location to store the PPE is the local EOC.

Question: Can a town purchase N-95 masks.

Answer: Yes, however any fit testing costs are not eligible for reimbursement under the EMPG-S.

**From:** Harley Graime <HarleyGraime@bristolct.gov>

**Sent:** Tuesday, December 8, 2020 8:07 AM

**To:** Simoneau, Natalie <Natalie.Simoneau@ct.gov>

**Cc:** Dawn Leger <DawnLeger@bristolct.gov>

**Subject:** EMPG Supplemental Grant

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear Nat:

Since we are already enrolled in the 2020 EMPG Supplemental Grant program, can we start spending the funds? How do we account for any expenditures?

Regards,

Harley Graime

EMD

Bristol, CT

860-866-7262