



For Information Only

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

To: Board of Finance Commissioners

From: Grants Administrator
(Requesting Department)

Date: January 13, 2021
(Submission Date)

For the January 26, 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 \$ _____
- New Appropriation \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ _____
- Grant \$ _____
- Carry-over(s) \$ _____

Approval:

This request was approved by the City Council at its meeting held on January 12, 2021.

Cherie Roc, Town Clerk
(Department Head's signature)

Board of Finance Agenda Request Form

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.

Reason for request:

The purpose of the request is to refer to the Board of Finance for any necessary action a consulting contract for project-based and on-call services related to the administration of CDBG-CV funds for up to \$25,000 with Milone & MacBroom, Inc.

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

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

Transfer(s) complete the following:

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

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

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



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

January 15, 2021

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a meeting of the City Council on January 12, 2021 it was voted to approve a consulting contract for project-based and on-call services related to the administration of CDBG-CV funds for up to \$25,000 with Milone & MacBroom, Inc., to authorize the Mayor or Acting Mayor to sign any necessary documents, and to refer this matter to the Board of Finance for the appropriation of funds.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

TP/dml

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Economic & Community Development

RECEIVED
2021 JAN -4 PM 2:39
TOWN AND CITY CLERK
BRISTOL, CT

December 23, 2020

TO: Mayor Ellen Zoppo-Sassu
City Council Members

FROM: Dr. Dawn Leger, Grants Administrator *Dylon*

RE: Community Development Block Grant (CDBG) Coronavirus Funding

Background

The City of Bristol has received two grants from the Federal CARES Act to fund local programs that will prepare for, prevent, and respond to the Coronavirus pandemic, especially as it has impacted low- and moderate income residents. The additional funding totals \$776,730, which is greater than the City's recent annual allocations (for FFY 2020-2021, the Bristol allocation is \$669,779).

The City is entitled to utilize up to 20% of the CDBG-CV funding to cover the costs of additional work administering these funds. A total of \$76,548 has been allocated for this expense (this equals 20% of the CDBG-CV3 grant; no administrative expenses were charged to the first CDBG-CV grant that was awarded to St. Vincent DePaul earlier in the year).

To assist the Grants Administrator with filing timely reports to HUD, the Economic & Community Development Department (ECD) seeks approval of a proposal from Milone & MacBroom, Inc. for project-based and on-call services related to the administration of CDBG-CV funds. The contract for these services will not exceed \$25,000 in FFY 2020-21.

Requested Action

To approve a consulting contract for project-based and on-call services related to the administration of CDBG-CV funds for up to \$25,000 with Milone & MacBroom, Inc.; to authorize the Mayor or Acting Mayor to sign any necessary documents; and to refer this matter to the Board of Finance for the appropriation of funds.

Presented at Council Meeting

1/12/21
Adopted *Refer to Board of Finance*
Ordered Filed
Referred to *Doc*