

City of Bristol, CT – ARPA
Request for Change in Project Work Plan/Budget
Submit to UHY for Review – UHY will forward to City
Requests may take up to 30 days for review & decision.

Subrecipient Name: BristolWORKS!

Total ARPA awarded: \$2,400,000

Category of Change (mark all that apply):

- Extend Project Completion Date
- Move more than 10% of Project Budget Line-Item expense to other Line-Item expense
- Revise Work Plan & Budget
- Cancel Agreement/Return ARPA funds to City
- Request for Advance
- Other change to Project

Describe requested change(limit to 200 words):

- Scope of project has not changed.
- Request to reallocate funding to more appropriate lines.
- Request ability to be reimbursed for expenses beginning 3/1/2022 through 12/31/2025.

If requesting change in budget, complete attached Budget form.

Kim Ward Holley, Director
Type Name of Authorized Officer or Employee

1/25/2023
Date Submitted

For City Use:

Reviewed by: Council/Task Force City Staff

Date of Review & Summary Comments:

Decision: Approved Denied **Approved by** _____
Date Subrecipient notified of Decision: _____ Typed Name of City official/Staff

Project Revised Budget Request

Category of Expenditure	Previous Approved Budget	Revised Budget	% change (Revised/Previous)
<i>Personnel (salaries – W2)</i>	\$ 1,090,000	\$ 495,000	(-55%)
<i>Fringe Benefits (as eligible under §200.430 of Uniform Guidance)</i>	\$ 128,000	\$ 60,000	(-53%)
<i>Contracted workers (1099)</i>	\$ 0	\$ 529,589	100%
<i>Conferences/Travel (must use GSA.gov travel rates)</i>	\$ 15,000	\$ 19,000	27%
<i>Equipment (over \$5,000 per item)</i>	\$ 48,000	\$ 0	(-100%)
<i>Office/ Project Supplies under \$5,000 per item</i>	\$ 125,000	\$ 373,817	199%
<i>Contracts for non-personnel expense</i>	\$ 257,000	\$ 637,283	148%
<i>Construction/Renovation supplies</i>	\$ 0	\$ 6,000	100%
<i>Rent/Utilities</i>	\$ 0	\$ 191,511	100%
<i>Land acquisition</i>	\$ 0	\$ 0	0
<i>Property, Liability & other insurance</i>	\$ 0	\$ 24,000	100%
<i>Contract for auditing & accounting services</i>	\$ 0	\$ 22,000	100%
<i>Other (see below)</i>	\$ 737,000	\$ 41,800	(-94%)
TOTAL	\$ 2,400,000	\$ 2,400,000	

If OTHER category of expense exceeds \$50,000, you must provide detail below: n/a

Description of Item/Service - OTHER	Projected Cost
Total ALL OTHER Expenses :	n/a – less than \$50,000