

## REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C.  
Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

### Part A - Account Information

**FY 22-23**

Project #	S33		
Revenue #	New Grant	\$15,000	Dept. Name Trusted Messenger Grant
Expend. #	New Grant	\$12,000	Account Title Trusted Messenger Grant / Part Time
Expend. #	New Grant	\$2,500	Account Title Trusted Messenger Grant /Program Supplies
Expend. #	New Grant	\$500	Account Title Trusted Messenger Grant /Copying & Printing
Source:	100% Grant Funded		

**Request Amount**

**\$15,000**

Previous Year's Expenditure	\$ -
Department Request	
Approved by Mayor	
Approved by Finance Board	
Approved by Board of Reps.	
Revised Budget	
Balance in Account	
Projected Exp. & Enc.	\$ -

### Part B - Request Description and Supporting Calculations

The Dept. of Social Services will provide rigorous outreach to inform vulnerable clients regarding the steps they need to take to find or maintain health coverage due to the end of the public health emergency. Funds will be utilized for additional hours for a Caseworker Assistant, supplies and to print flyers and brochures and purchase exterior bus wrap/ads. No additional funds are required.

### Part C - Approvals

Anita Carpenter

Anita Carpenter (Mar 7, 2023 11:33 EST)

Anita Carpenter  
Grants Officer

Sandra L. Dennies

Sandra L. Dennies (Mar 15, 2023 11:12 EDT)

Sandra L. Dennies  
Director of Administration

Mar 15, 2023

Elda Sinani

Elda Sinani (Mar 14, 2023 14:12 EDT)

Elda Sinani  
OPM, Director

Caroline Simmons

Caroline Simmons (Mar 20, 2023 12:23 EDT)

Caroline Simmons  
Mayor

Mar 14, 2023

Mar 20, 2023