



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT
Intergovernmental Policy and Planning Division



MUNICIPAL CRF PROGRAM PORTAL CLAIM INSTRUCTIONS JUNE 2021 CLAIM PERIOD AMERICAN RECOVERY PLAN ACT

MUST COMPLETE BY 5 PM WEDNESDAY, JUNE 9TH

1. Your COVID User needs to log onto the OPM Portal using their e-mail address and password:
 - <https://opmportal.opm.ct.gov>
 - Sign into the portal:
 - Username – email address
 - Password
 - Verify your information is correct and edit as necessary

Office of Policy and Management - Application Portal

Login

Portal Logon

Username

Password

Login

[Reset Password](#)

- Under the Municipal CRF Program heading (left side of page), click on GEN-Home



- Select your **Municipality** and **Claim Range** period then click “View Data”.

Municipal Parameters		
Municipal	Claim Range	
001: Andover	June 2021	View Data

- This is your municipality “Home Screen”:

Municipal Parameters		
Municipal	Claim Range	
0001: Andover	June 2021	View Data

CRF Claim	
Submission Status	Pending
Submission Date	N/A
CRF Municipal Cumulative Balances	
Total CRF Municipal Amount	\$510,267.68
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$31,419.64
Total CRF Municipal Balance	\$478,848.04
CRF Municipal Claim Invoice Totals	
Total Invoice Amount	\$0.00
Total FEMA Approved Amount	\$0.00
Total CRF Requested	\$0.00
Invoice(s)	
Add Invoice	
No Requests Found	

5. Online Claim Submission – Select “Add Invoice”

Municipal Parameters		
Municipal	Claim Range	
0001: Andover	June 2021	View Data

CRF Claim	
Submission Status	Pending
Submission Date	N/A
CRF Municipal Cumulative Balances	
Total CRF Municipal Amount	\$510,267.68
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$31,419.64
Total CRF Municipal Balance	\$478,848.04
CRF Municipal Claim Invoice Totals	
Total Invoice Amount	\$0.00
Total FEMA Approved Amount	\$0.00
Total CRF Requested	\$0.00
Invoice(s)	
Add Invoice	
No Requests Found	

The Add Invoice Information Screen:

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	<input type="text"/>		
Date of Payee Invoice	<input type="text"/>	Actual Date Goods and/or Services Received	<input type="text"/>
Date of Grantee Payment to Payee	<input type="text"/>	Grantee Check Number	<input type="text"/>
			Save Invoice
CRF Municipal Information			
	CRF Municipal Amount		\$510,267.68
	CRF Municipal Amount Claimed		\$31,419.64
	CRF Municipal Amount Available		\$478,848.04

You must enter one Vendor as follows:

- Name of Payee/Vendor/Contractor – **(Name of Municipality) Town of Andover**
- Date of Payee Invoice – **Today’s Date**
- Actual Date Goods and/or Services Received – **Today’s Date**
- Date of Grantee Payment to Payee – **Today’s Date**
- Grantee Check Number - **(Use your Municipal Code) 001**

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	Town of Andover		
Date of Payee Invoice	6/4/2021	Actual Date Goods and/or Services Received	6/4/2021
Date of Grantee Payment to Payee	6/4/2021	Grantee Check Number	001
			<input type="button" value="Save Invoice"/>
CRF Municipal Information			
	CRF Municipal Amount		\$510,267.68
	CRF Municipal Amount Claimed		\$31,419.64
	CRF Municipal Amount Available		\$478,848.04

Click "SAVE INVOICE"

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	Town of Andover		
Date of Payee Invoice	6/4/2021	Actual Date Goods and/or Services Received	6/4/2021
Date of Grantee Payment to Payee	6/4/2021	Grantee Check Number	001
			<input type="button" value="Save Invoice"/>
CRF Municipal Information			
	CRF Municipal Amount		\$510,267.68
	CRF Municipal Amount Claimed		\$31,419.64
	CRF Municipal Amount Available		\$478,848.04

6. Add Invoice Line Item

Enter all required data for the Line Item

- Select the Category - **Other**
- Other Description - **ARPA June 2021**
- Enter the Total Amount of the Item - **This is your CRF Municipal Amount Available**
- Enter the percentage of FEMA reimbursement for the item - **0%**

The FEMA Approved Amount, CRF Request Percentage and CRF Requested Amount are automatically calculated.

Invoice Created

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	Town of Andover		
Date of Payee Invoice	6/4/2021	Actual Date Goods and/or Services Received	6/4/2021
Date of Grantee Payment to Payee	6/4/2021	Grantee Check Number	001
			Add Line Item Save Invoice
CRF Municipal Information			
		CRF Municipal Amount	\$510,267.68
		CRF Municipal Amount Claimed	\$31,419.64
		CRF Municipal Amount Available	\$478,848.04

Line Item	
Category	Other
Other Description	ARPA June 2021
Total Amount	478,848.04
FEMA Approved Percentage	0
FEMA Approved Amount	\$0.00
CRF Requested Percentage	100%
CRF Requested Claim	\$478,848.04
Save Line Item	

Click "Save Line Item"

Invoice Created

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	Town of Andover		
Date of Payee Invoice	6/4/2021	Actual Date Goods and/or Services Received	6/4/2021
Date of Grantee Payment to Payee	6/4/2021	Grantee Check Number	001
			Add Line Item Save Invoice
CRF Municipal Information			
		CRF Municipal Amount	\$510,267.68
		CRF Municipal Amount Claimed	\$31,419.64
		CRF Municipal Amount Available	\$478,848.04

Line Item	
Category	Other
Other Description	ARPA June 2021
Total Amount	478,848.04
FEMA Approved Percentage	0
FEMA Approved Amount	\$0.00
CRF Requested Percentage	100%
CRF Requested Claim	\$478,848.04
Save Line Item	

You will see that the line item has been created.

Invoice Line Item(s)							
Invoice Total \$478,848.04							
Category	Total Amount	FEMA Approved Percentage	FEMA Approved Amount	CRF Requested Percentage	CRF Requested Claim	Status	
Edit/Update Other	\$478,848.04	0.00 %	\$0.00	100.00 %	\$478,848.04	Not Submitted	Remove

The CRF Municipal Amount Available should be \$0.00.

Line Item Created

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	Town of Andover		
Date of Payee Invoice	6/4/2021	Actual Date Goods and/or Services Received	6/4/2021
Date of Grantee Payment to Payee	6/4/2021	Grantee Check Number	001
			Add Line Item Save Invoice
CRF Municipal Information			
	CRF Municipal Amount		\$510,267.68
	CRF Municipal Amount Claimed		\$510,267.68
	CRF Municipal Amount Available		\$0.00

Line Item	
Category	Cleaning Supplies <input type="button" value="v"/>
Other Description	<input type="text"/>
Total Amount	<input type="text"/>
FEMA Approved Percentage	<input type="text"/>
FEMA Approved Amount	<input type="text"/>
CRF Requested Percentage	<input type="text"/>
CRF Requested Claim	<input type="text"/>
Save Line Item	

Invoice Line Item(s)							
Invoice Total \$478,848.04							
Category	Total Amount	FEMA Approved Percentage	FEMA Approved Amount	CRF Requested Percentage	CRF Requested Claim	Status	
Edit/Update Other	\$478,848.04	0.00 %	\$0.00	100.00 %	\$478,848.04	Not Submitted	Remove

Next Click "Return to Home Screen"

Line Item Created

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	Town of Andover		
Date of Payee Invoice	6/4/2021	Actual Date Goods and/or Services Received	6/4/2021
Date of Grantee Payment to Payee	6/4/2021	Grantee Check Number	001
			Add Line Item Save Invoice
CRF Municipal Information			
	CRF Municipal Amount		\$510,267.68
	CRF Municipal Amount Claimed		\$510,267.68
	CRF Municipal Amount Available		\$0.00

7. Go back to the "Home Screen" and review the Claims Submission

Municipal Parameters		
Municipal	Claim Range	
0001: Andover	June 2021	View Data

CRF Claim									
								Submission Status	Pending
								Submission Date	N/A
Submit To OPM									
CRF Municipal Cumulative Balances									
								Total CRF Municipal Amount	\$510,267.68
								Total FEMA Approved Amount	\$0.00
								Total CRF Municipal Claim	\$510,267.68
								Total CRF Municipal Balance	\$0.00
CRF Municipal Claim Invoice Totals									
								Total Invoice Amount	\$478,848.04
								Total FEMA Approved Amount	\$0.00
								Total CRF Requested	\$478,848.04
Invoice(s)									
Add Invoice									
	Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Total Invoice	FEMA Approved Amount	CRF Request Amount	OPM Status
Edit/View	6/4/2021	Town of Andover	6/4/2021	6/4/2021	001	\$478,848.04	\$0.00	\$478,848.04	Not Submitted
Remove									

Ensure all information has been entered and accurate and click "Submit to OPM".

Municipal Parameters	
Municipal	Claim Range
0001: Andover	June 2021
View Data	

CRF Claim	
Submission Status	Pending
Submission Date	N/A
Submit To OPM	

CRF Municipal Cumulative Balances	
Total CRF Municipal Amount	\$510,267.68
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$510,267.68
Total CRF Municipal Balance	\$0.00

CRF Municipal Claim Invoice Totals	
Total Invoice Amount	\$478,848.04
Total FEMA Approved Amount	\$0.00
Total CRF Requested	\$478,848.04

Invoice(s)										
Add Invoice										
Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Total Invoice	FEMA Approved Amount	CRF Request Amount	OPM Status		
Edit/View	6/4/2021	Town of Andover	6/4/2021	6/4/2021	001	\$478,848.04	\$0.00	\$478,848.04	Not Submitted	Remove

8. Online Claim Submission – Certification Page

Municipal Parameters	
Municipal	Claim Range
0001: Andover	June 2021
View Data	

Town Information	
Town Code and Name	0001: Andover
Town FEIN	06 6009786
Town DUNS	
FY 19-20 Adopted Budget	
Congressional District	Congressional District 2
DEMHS Region	Region 3
Award Terms and Conditions Agreement	<input type="button" value="Choose File"/> No file chosen
Assurances of Compliance with Title VI	<input type="button" value="Choose File"/> No file chosen

Submission Certification	
1. The municipality is entitled to allocation pursuant to the American Rescue Plan Act of 2021 – Coronavirus Local Fiscal Recovery Fund and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Program. 2. Municipality understands that Federal dollars cannot under any circumstance be claimed twice for the same spending. 3. Municipality certifies that it will comply with the provisions of the US Department of Treasury as outlined in the attached signed copies of (1) Award Terms and Conditions Agreement and (2) Assurances of Compliance with Civil Rights Requirements. 4. I am the representative of the municipality listed above who is authorized to execute this submission. 5. I attest that the information provided on this claim is true, accurate and complete.	
Certification	
<input type="checkbox"/> I certify the submission of this claim.	
<input type="button" value="Submit CRF Claim"/>	

- Enter the following information:
 - Town FEIN
 - Town DUNS
 - FY 19-20 Adopted Budget
 - Congressional District
 - DEMHS Region.

- Upload the US Treasury required signed documents in PDF format only:
 - Award Terms and Conditions Agreement
 - Assurances of Compliance with Title VI

Municipal Parameters		
Municipal	Claim Range	
0001: Andover	June 2021	<input type="button" value="View Data"/>

Town Information	
Town Code and Name	0001: Andover
Town FEIN	06 6009786
Town DUNS	095536769
FY 19-20 Adopted Budget	12,368,158
Congressional District	Congressional District 2
DEMHS Region	Region 3
Award Terms and Conditions Agreement	<input type="button" value="Choose File"/> No file chosen
Assurances of Compliance with Title VI	<input type="button" value="Choose File"/> No file chosen

- Certify the information and Submit the CRF Claim.

Submission Certification	
1. The municipality is entitled to allocation pursuant to the American Rescue Plan Act of 2021 – Coronavirus Local Fiscal Recovery Fund and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Program. 2. Municipality understands that Federal dollars cannot under any circumstance be claimed twice for the same spending. 3. Municipality certifies that it will comply with the provisions of the US Department of Treasury as outlined in the attached signed copies of (1) Award Terms and Conditions Agreement and (2) Assurances of Compliance with Civil Rights Requirements. 4. I am the representative of the municipality listed above who is authorized to execute this submission. 5. I attest that the information provided on this claim is true, accurate and complete.	
Certification	
<input checked="" type="checkbox"/> I certify the submission of this claim.	
<input type="button" value="Submit CRF Claim"/>	

Municipal Parameters		
Municipal	Claim Range	
0001: Andover	June 2021	<input type="button" value="View Data"/>

Town Information	
Town Code and Name	0001: Andover
Town FEIN	06 6009786
Town DUNS	095536769
FY 19-20 Adopted Budget	12,368,158
Congressional District	Congressional District 2
DEMHS Region	Region 3
Award Terms and Conditions Agreement	<input type="button" value="Choose File"/> No file chosen
Assurances of Compliance with Title VI	<input type="button" value="Choose File"/> No file chosen
Submission Certification	
1. The municipality is entitled to allocation pursuant to the American Rescue Plan Act of 2021 – Coronavirus Local Fiscal Recovery Fund and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Program. 2. Municipality understands that Federal dollars cannot under any circumstance be claimed twice for the same spending. 3. Municipality certifies that it will comply with the provisions of the US Department of Treasury as outlined in the attached signed copies of (1) Award Terms and Conditions Agreement and (2) Assurances of Compliance with Civil Rights Requirements. 4. I am the representative of the municipality listed above who is authorized to execute this submission. 5. I attest that the information provided on this claim is true, accurate and complete.	
Certification	
<input checked="" type="checkbox"/> I certify the submission of this claim.	
<input type="button" value="Submit CRF Claim"/>	

**You will receive a confirmation email that your Claim
has been submitted to OPM**

<u>Code</u>	<u>Town Name</u>	<u>Tranche 1 - 2021</u>
1	Andover	478,848.04
2	Ansonia	2,760,331.11
3	Ashford	629,634.85
4	Avon	2,704,396.44
5	Barkhamsted	533,598.90
6	Beacon Falls	920,702.27
7	Berlin	3,024,023.08
8	Bethany	820,966.92
9	Bethel	2,929,910.79
10	Bethlehem	503,411.93
11	Bloomfield	3,138,703.93
12	Bolton	722,711.32
13	Bozrah	403,380.64
14	Branford	4,128,510.66
15	Bridgeport	14,023,906.46
16	Bridgewater	241,939.60
17	Bristol	5,822,000.98
18	Brookfield	2,511,584.64
19	Brooklyn	1,224,051.60
20	Burlington	1,435,952.24
21	Canaan	155,817.98
22	Canterbury	751,566.50
23	Canton	1,517,338.64
24	Chaplin	331,316.67
25	Cheshire	4,281,961.05
26	Chester	623,419.91
27	Clinton	1,912,580.66
28	Colchester	2,339,341.38
29	Colebrook	207,165.40
30	Columbia	795,959.09
31	Cornwall	201,542.34
32	Coventry	1,835,929.43
33	Cromwell	2,047,830.09
34	Danbury	8,225,408.30
35	Darien	3,215,207.16
36	Deep River	657,454.22
37	Derby	1,825,867.14
38	Durham	1,060,242.97
39	Eastford	264,875.76
40	East Granby	760,593.00

41	East Haddam	1,331,333.71
42	East Hampton	1,894,083.75
43	East Hartford	4,843,525.66
44	East Haven	4,227,506.14
45	East Lyme	2,731,919.84
46	Easton	1,112,922.17
47	East Windsor	1,726,575.71
48	Ellington	2,436,709.12
49	Enfield	6,460,453.30
50	Essex	986,699.25
51	Fairfield	6,025,756.94
52	Farmington	3,772,926.03
53	Franklin	284,112.55
54	Glastonbury	5,102,484.03
55	Goshen	423,653.26
56	Granby	1,702,751.69
57	Greenwich	6,102,966.65
58	Griswold	1,209,550.03
59	Groton	4,293,947.01
60	Guilford	3,275,137.15
61	Haddam	1,212,361.58
62	Hamden	5,881,146.55
63	Hampton	272,570.48
64	Hartford	11,858,732.38
65	Hartland	313,707.61
66	Harwinton	802,026.08
67	Hebron	1,406,357.17
68	Kent	410,927.38
69	Killingly	1,971,622.77
70	Killingworth	941,714.76
71	Lebanon	1,057,135.48
72	Ledyard	2,163,546.74
73	Lisbon	624,455.73
74	Litchfield	911,823.75
75	Lyme	342,710.77
76	Madison	2,667,994.53
77	Manchester	5,592,508.46
78	Mansfield	3,771,446.25
79	Marlborough	937,423.48
80	Meriden	5,768,391.23
81	Middlebury	1,153,911.33
82	Middlefield	647,243.93
83	Middletown	4,492,537.14

84	Milford	7,950,474.45
85	Monroe	2,875,751.83
86	Montville	2,738,726.70
87	Morris	333,536.30
88	Naugatuck	4,603,215.41
89	New Britain	7,040,651.93
90	New Canaan	2,993,984.09
91	New Fairfield	2,053,601.11
92	New Hartford	984,923.54
93	New Haven	12,649,767.79
94	Newington	4,441,330.42
95	New London	2,608,425.79
96	New Milford	3,966,477.70
97	Newtown	3,837,147.31
98	Norfolk	241,199.72
99	North Branford	2,093,258.49
100	North Canaan	481,067.67
101	North Haven	3,504,498.86
102	North Stonington	768,879.62
103	Norwalk	8,625,733.39
104	Norwich	3,765,114.72
105	Old Lyme	1,081,107.48
106	Old Saybrook	1,482,120.54
107	Orange	2,060,703.92
108	Oxford	1,961,412.50
109	Plainfield	2,238,126.27
110	Plainville	2,594,598.78
111	Plymouth	1,716,217.44
112	Pomfret	621,940.14
113	Portland	1,371,287.04
114	Preston	684,385.72
115	Prospect	1,435,656.29
116	Putnam	1,389,340.00
117	Redding	1,348,942.76
118	Ridgefield	3,693,315.32
119	Rocky Hill	2,976,523.00
120	Roxbury	318,442.82
121	Salem	604,183.12
122	Salisbury	532,711.04
123	Scotland	247,414.68
124	Seymour	2,432,269.89
125	Sharon	397,905.56
126	Shelton	6,086,075.81

127	Sherman	537,150.31
128	Simsbury	3,757,832.55
129	Somers	1,595,765.54
130	Southbury	2,896,024.45
131	Southington	6,486,348.98
132	South Windsor	3,871,329.60
133	Sprague	423,061.35
134	Stafford	1,759,870.14
135	Stamford	12,590,330.85
136	Sterling	559,642.54
137	Stonington	2,615,463.28
138	Stratford	5,035,530.20
139	Suffield	2,340,081.27
140	Thomaston	1,114,993.82
141	Thompson	1,387,860.25
142	Tolland	2,163,102.81
143	Torrington	5,037,670.85
144	Trumbull	5,278,722.61
145	Union	124,151.26
146	Vernon	4,344,406.58
147	Voluntown	371,417.97
148	Wallingford	6,559,152.82
149	Warren	206,425.52
150	Washington	507,259.29
151	Waterbury	10,446,911.49
152	Waterford	2,773,944.82
153	Watertown	3,193,010.86
154	Westbrook	1,016,442.28
155	West Hartford	6,115,106.54
156	West Haven	5,304,647.34
157	Weston	1,517,042.69
158	Westport	4,215,964.06
159	Wethersfield	3,848,541.41
160	Willington	867,727.11
161	Wilton	2,714,310.79
162	Winchester	1,569,130.00
163	Windham	3,634,421.11
164	Windsor	4,251,774.08
165	Windsor Locks	1,902,074.41
166	Wolcott	2,454,466.18
167	Woodbridge	1,294,783.81
168	Woodbury	1,406,061.23
169	Woodstock	1,162,789.83

501	Groton city	1,318,607.82
601	Bantam borough	107,578.03
603	Danielson borough	593,676.86
604	Fenwick borough	6,658.88
605	Groton Long Point borough	75,023.47
606	Jewett City borough	497,196.98
607	Litchfield borough	178,310.22
608	Newtown borough	290,031.57
610	Stonington borough	130,810.16
611	Woodmont borough	229,657.65
	TOTALS	447,630,037.14