



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Intergovernmental Policy and Planning Division

To: Municipal Chief Executive Officials
Municipal Chief Financial Officers
Superintendents of Schools
Directors of Regional Councils of Governments
DEMHS Region Coordinators

From: Melissa N. McCaw, Secretary
Martin L. Heft, Acting Undersecretary IGPP

Date: June 4, 2020

RE: **Municipal Coronavirus Relief Fund (CRF) Program**

The Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) includes funds for Connecticut governments to pay costs incurred in responding to the COVID-19 pandemic. The Office of Policy and Management (OPM) has established the Municipal Coronavirus Relief Fund (CRF) Program to reimburse municipalities for such costs.

Eligible Uses

Under federal law, eligible uses must meet three conditions. They must be:

- “Necessary expenditures incurred due to the public health emergency with respect to...COVID-19”
 - Funds may not be used to substitute for lost revenue
- Not budgeted as of March 27, 2020 when the CARES Act was enacted
 - May not supplant state or municipal spending
- Incurred on or after March 1, 2020, through December 30, 2020

Under new, verbal guidance issued from the Treasury Department on May 20, 2020, we are expecting to receive written assurance that the CRF can be used as the local 25% match against the FEMA 75% Disaster Declaration reimbursement. As a condition of accepting Federal Coronavirus Relief Fund money, municipalities must maximize Federal Emergency Management Agency (FEMA) reimbursements. In other words, you are required to process your direct COVID-19 eligible costs through FEMA to begin the Federal reimbursement process.

For further context on costs that OPM anticipates municipalities may incur, see the attached list of potential uses. Note that these eligible uses are as currently described in federal law and relevant guidance from the U.S. Treasury Department. If these uses are modified by future federal actions, OPM will revisit the process and procedures described in this guidance.

Intersection with Other Funding Sources

Eligible uses of the federal CRF may overlap with allowable uses of other federal grants and reimbursements. Federal dollars cannot under any circumstances be claimed twice for the same spending. As a condition of accepting federal Coronavirus Relief Fund money, municipalities must maximize the use of the following programs first:

1. Elementary and Secondary School Emergency Relief Fund (ESSERF) for Pre-K to 12 education
2. Department of Public Health for local health districts
3. Department of Housing Small Cities CDBG and ESG Funding for sheltering, congregate housing
4. FEMA

Municipalities should continue to file applications with Federal Emergency Management Agency (FEMA), as costs may potentially escalate and there may be circumstances where OPM funding for municipalities may not cover all costs. After confirmation from the FEMA regarding approved FEMA expenditures, municipalities may claim reimbursement from Municipal CRF Program for eligible costs that are not covered by reimbursement from the programs noted in the preceding paragraph.

Available Funds

Based on estimates submitted by municipalities of COVID costs through June 30, 2020, OPM is making available maximum municipal CRF amounts. The administration has set aside \$75 million of the CRF to aid municipalities throughout this crisis, with nearly \$40 million of direct costs being reported by local governments through June 30. The program will be re-evaluated for expense reimbursements beyond June 30, 2020. Please note: Given the recent verbal guidance from Treasury of the ability to match FEMA with CRF, and pending written confirmation of this policy, it is expected that municipalities may not utilize their full amounts given the ability to leverage FEMA first.

The program will be re-evaluated for expense reimbursements beyond June 30, 2020. Attachment B indicates capped reimbursement amounts for each municipality through June 30.

Disbursement of Funds

Municipalities, through their Chief Financial Officer, should complete the web-based reimbursement and certification (Attachment C). The program is a reimbursement of actual COVID-related expenses paid for each category listed in Attachment A. The process does not require the submission of invoices; however, FEMA match does require the upload of your FEMA approved documentation and a transaction detail of all submitted items is required.

Reimbursements for expenses incurred through June 30, 2020, must be submitted no later than August 31, 2020.

Audit Provisions and Documentation

Federal Coronavirus Relief Fund expenditures are subject to Single Audit by an Inspector General within the U.S. Department of the Treasury. Documenting that costs were eligible uses are essential to managing compliance risk and to minimizing the possibility that the costs are deemed ineligible, thereby requiring that the municipality and the state may need to return funds to the federal government.

We ask that you document costs clearly with respect to the date and nature of the expense incurred so that together we can best manage resources in the interests of the residents of Connecticut. In general, we will be asking that you document expenses with the same specificity as for FEMA reimbursements.

Thank you for your cooperation as we work together to protect the interests of all our residents.

Attachment A – Potential Municipal COVID Related Expenditures

Attachment B – Maximum Municipal CRF Amounts

Attachment C – COVID-19 Related Expenditure Reimbursement Certification

Attachment A- Potential Municipal COVID Related Expenditures

Under new, verbal guidance, CRF can be used as the 25% match against the FEMA 75% Disaster Declaration reimbursement. CRF can only be used for the local share of any COVID-related costs not covered by FEMA or other Federally reimbursed programs.

A transaction level detail of all claims must be uploaded with submission.

Federal dollars cannot under any circumstances be claimed twice for the same spending.

Please refer to OPM website for more detail.

- **FEMA Disaster Declaration**

FEMA may provide assistance for emergency protective measures including, but not limited to, the following, if not funded by the HHS/CDC or other federal agency. While some activities listed may be eligible for funding through HHS/CDC, final reimbursement determinations will be coordinated by HHS and FEMA.

- Management, control and reduction of immediate threats to public health and safety
- Emergency medical care
- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Reimbursement for state, tribe, territory and/or local government force account overtime costs

The following list of items is compiled from municipality submissions during the data collection process:

- Cleaning Supplies
- Cleaning/disinfection of public buildings
- Equipment (IT, teleworking, etc.)
 - Support of the local EOC and Response
 - School distance learning, to the extent not funded from other sources

- Food Programs
- Hazard Pay - additional pay for performing hazardous duty or work involving direct COVID-19 exposure risk
- Legal Fees
- Local Health Department to the extent not funded from other sources
- Non-Congregate Sheltering to the extent not funded from other sources
- Office Modification (signs, shields, etc.)
 - Not full rebuilds where a lower cost option is available
- Overtime Related to Response
- Postage due to office closure
- PPE (masks, gloves, etc.)
- Training
 - Education-related
 - Linkage to COVID

Attachment B - Maximum Municipal CRF Amounts

CODE	MUNICIPALITY	CRF AMOUNT
1	Andover	\$ 6,974.00
2	Ansonia	\$ 251,000.00
3	Ashford	\$ 82,902.00
4	Avon	\$ 18,751.00
5	Barkhamsted	\$ 40,286.00
6	Beacon Falls	\$ 37,000.00
7	Berlin	\$ 135,475.00
8	Bethany	\$ 25,029.00
9	Bethel	\$ 130,954.00
10	Bethlehem	\$ 11,628.00
11	Bloomfield	\$ 41,064.00
12	Bolton	\$ 17,958.00
13	Bozrah	\$ 3,750.00
14	Branford	\$ 104,384.00
15	Bridgeport	\$ 1,185,000.00
16	Bridgewater	\$ -
17	Bristol	\$ 1,366,932.00
18	Brookfield	\$ 321,242.00
19	Brooklyn	\$ 2,500.00
20	Burlington	\$ 14,275.00
21	Canaan	\$ 23,000.00
22	Canterbury	\$ 58,926.00
23	Canton	\$ 71,869.00
24	Chaplin	\$ -
25	Cheshire	\$ 655,350.00
26	Chester	\$ 44,000.00
27	Clinton	\$ 65,210.00
28	Colchester	\$ 166,093.00
29	Colebrook	\$ 24,305.00
30	Columbia	\$ 37,690.00
31	Cornwall	\$ 14,500.00
32	Coventry	\$ 81,004.00
33	Cromwell	\$ 77,615.00
34	Danbury	\$ 1,055,918.00
35	Darien	\$ 10,282.00
36	Deep River	\$ 48,865.00
37	Derby	\$ 76,200.00
38	Durham	\$ 55,856.00

39	Eastford	\$	10,500.00
40	East Granby	\$	22,800.00
41	East Haddam	\$	95,500.00
42	East Hampton	\$	14,691.00
43	East Hartford	\$	680,212.00
44	East Haven	\$	455,033.00
45	East Lyme	\$	195,315.00
46	Easton	\$	2,227.00
47	East Windsor	\$	161,336.00
48	Ellington	\$	14,468.00
49	Enfield	\$	1,148,350.00
50	Essex	\$	30,959.00
51	Fairfield	\$	872,314.00
52	Farmington	\$	186,500.00
53	Franklin	\$	27,620.00
54	Glastonbury	\$	178,800.00
55	Goshen	\$	15,762.00
56	Granby	\$	108,991.00
57	Greenwich	\$	1,082,107.00
58	Griswold	\$	1,870.00
59	Groton - Town	\$	366,440.00
60	Guilford	\$	232,172.00
61	Haddam	\$	8,700.00
62	Hamden	\$	810,087.00
63	Hampton	\$	19,948.00
64	Hartford	\$	2,134,142.00
65	Hartland	\$	3,687.00
66	Harwinton	\$	35,000.00
67	Hebron	\$	142,503.00
68	Kent	\$	41,800.00
69	Killingly	\$	40,065.00
70	Killingworth	\$	48,750.00
71	Lebanon	\$	140,057.00
72	Ledyard	\$	75,000.00
73	Lisbon	\$	6,150.00
74	Litchfield	\$	238,234.00
75	Lyme	\$	38,972.00
76	Madison	\$	269,385.00
77	Manchester	\$	435,778.00
78	Mansfield	\$	261,882.00
79	Marlborough	\$	40,299.00
80	Meriden	\$	212,947.00

81	Middlebury	\$	3,700.00
82	Middlefield	\$	8,500.00
83	Middletown	\$	226,972.00
84	Milford	\$	661,234.00
85	Monroe	\$	86,427.00
86	Montville	\$	50,675.00
87	Morris	\$	20,515.00
88	Naugatuck	\$	239,072.00
89	New Britain	\$	310,469.00
90	New Canaan	\$	423,720.00
91	New Fairfield	\$	40,500.00
92	New Hartford	\$	3,000.00
93	New Haven	\$	2,097,169.00
94	Newington	\$	52,700.00
95	New London	\$	1,157,319.00
96	New Milford	\$	346,922.00
97	Newtown	\$	231,500.00
98	Norfolk	\$	15,932.00
99	North Branford	\$	189,000.00
100	North Canaan	\$	9,223.00
101	North Haven	\$	73,000.00
102	North Stonington	\$	45,324.00
103	Norwalk	\$	628,857.00
104	Norwich	\$	998,811.00
105	Old Lyme	\$	31,000.00
106	Old Saybrook	\$	182,000.00
107	Orange	\$	9,644.00
108	Oxford	\$	73,094.00
109	Plainfield	\$	6,000.00
110	Plainville	\$	132,158.00
111	Plymouth	\$	128,811.00
112	Pomfret	\$	42,400.00
113	Portland	\$	27,253.00
114	Preston	\$	126,431.00
115	Prospect	\$	48,950.00
116	Putnam	\$	39,030.00
117	Redding	\$	7,000.00
118	Ridgefield	\$	405,414.00
119	Rocky Hill	\$	72,702.00
120	Roxbury	\$	105,787.00
121	Salem	\$	21,635.00
122	Salisbury	\$	23,000.00

123	Scotland	\$	22,500.00
124	Seymour	\$	47,542.00
125	Sharon	\$	4,180.00
126	Shelton	\$	68,895.00
127	Sherman	\$	53,889.00
128	Simsbury	\$	55,800.00
129	Somers	\$	87,000.00
130	Southbury	\$	163,000.00
131	Southington	\$	131,653.00
132	South Windsor	\$	427,775.00
133	Sprague	\$	51,008.00
134	Stafford	\$	70,150.00
135	Stamford	\$	2,209,500.00
136	Sterling	\$	1,000.00
137	Stonington	\$	758,199.00
138	Stratford	\$	153,370.00
139	Suffield	\$	112,231.00
140	Thomaston	\$	19,893.00
141	Thompson	\$	20,500.00
142	Tolland	\$	270,440.00
143	Torrington	\$	170,204.00
144	Trumbull	\$	315,558.00
145	Union	\$	11,500.00
146	Vernon	\$	157,000.00
147	Voluntown	\$	14,392.00
148	Wallingford	\$	261,534.00
149	Warren	\$	-
150	Washington	\$	37,250.00
151	Waterbury	\$	3,882,480.00
152	Waterford	\$	124,693.00
153	Watertown	\$	68,700.00
154	Westbrook	\$	446,336.00
155	West Hartford	\$	316,771.00
156	West Haven	\$	477,076.00
157	Weston	\$	93,000.00
158	Westport	\$	-
159	Wethersfield	\$	130,480.00
160	Willington	\$	67,562.00
161	Wilton	\$	317,831.00
162	Winchester	\$	91,984.00
163	Windham	\$	332,863.00
164	Windsor	\$	204,910.00

165	Windsor Locks	\$	229,562.00
166	Wolcott	\$	42,003.00
167	Woodbridge	\$	97,964.00
168	Woodbury	\$	94,700.00
169	Woodstock	\$	184,500.00
	TOTAL	\$	39,573,368.00

Attachment C - Municipal Certification Reimbursement Form

Municipalities will log onto the [OPM Portal](#) to complete their certification of expenses and submission of their claim to OPM.

Chief Financial Officers will receive an instructional packet and have a live demo training available to them on Monday, June 8, 2020 at 11:00 AM. A separate communication will be sent with details.