



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

April 22, 2020

To: Municipal Chief Elected Officials

From: Melissa McCaw, Secretary 
Office of Policy and Management

RE: **Municipal COVID-19 Information Request**

I hope this communication finds you safe and well during this unsettling time. I'm reaching out asking for your assistance in the collection of data with a short COVID-19 survey. Your response will enable the State to better understand what municipalities are facing and assist with information to support municipalities from the Federal pool of funds.

As you know, there are a host of Federal funding vehicles related to the COVID-19 response including the 75% Federal Disaster Declaration and the \$2.2 trillion for COVID-19 Response Funds with an estimated \$1.3 billion targeted for Connecticut. Funding for both comes through the State of Connecticut and so far, no funding can replace lost revenue and must be used for the direct COVID-19 response costs. The federal government has passed three bills to provide funding for or to otherwise address the COVID-19 pandemic. In many cases pertaining to Connecticut, funding provided to assist local entities is allocated to the state and is to be distributed to localities at the state's discretion.

As such, we need to figure out what direct COVID-19 expenses your municipality is outlaying to combat the spread. Costs could include cleaning supplies, PPE including masks, gloves, face shields, and overtime specifically related to the response. You also may have other costs you think are related and we would need to hear about those too (i.e.: Board of Education).

I respectfully ask that you send me an accounting of the following:

- Paid and incurred direct COVID costs through June 30th
- Estimate of revenue impact
- Current Fund Balance
- Actions planned or taken to address cashflow
- Other items deemed of importance

Attached is a spreadsheet for completion to be returned to Intergovernmental Policy and Planning Division Acting Undersecretary Martin Heft at Martin.Heft@ct.gov by May 1st.