

STATE OF CONNECTICUT

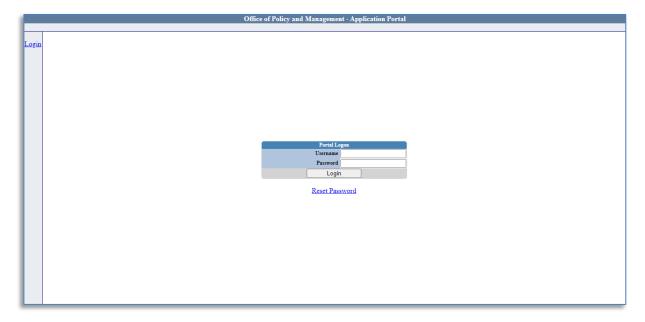
OFFICE OF POLICY AND MANAGEMENT
Intergovernmental Policy and Planning Division



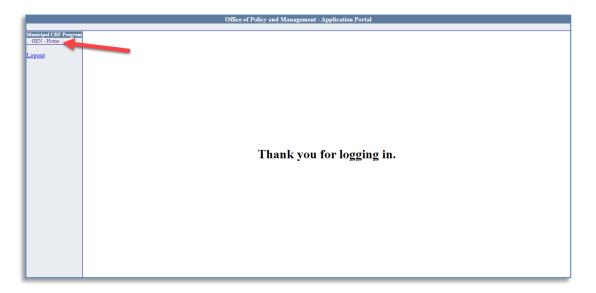
MUNICIPAL CRF PROGRAM PORTAL CLAIM INSTRUCTIONS JUNE 2021 CLAIM PERIOD AMERICAN RECOVERY PLAN ACT

MUST COMPLETE BY 5 PM WEDNESDAY, JUNE 9TH

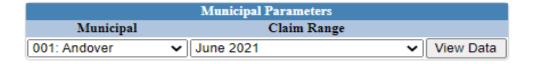
- 1. Your COVID User needs to log onto the OPM Portal using their e-mail address and password:
 - https://opmportal.opm.ct.gov
 - Sign into the portal:
 - Username email address
 - Password
 - Verify your information is correct and edit as necessary



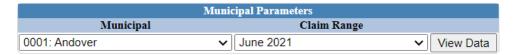
2. Under the Municipal CRF Program heading (left side of page), click on GEN-Home

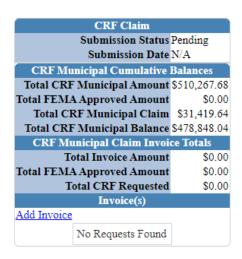


3. Select your **Municipality** and **Claim Range** period the click "View Data".



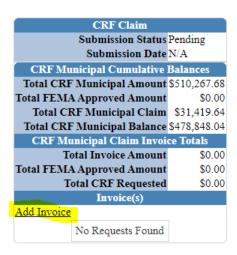
4. This is your municipality "Home Screen":





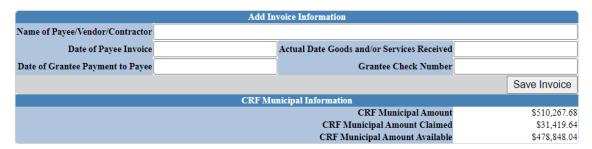
5. Online Claim Submission - Select "Add Invoice"





The Add Invoice Information Screen:

Return To Home Screen



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 | |
| | | | | 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 |
| | | | 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

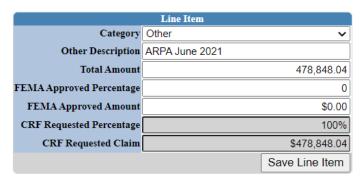
- Select the Category Other
- Other Description ARPA June 2021
- Enter the Total Amount of the Item This is your CRF Municipal Amount Available
- Enter the percentage of FEMA reimbursement for the item 0%

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

Invoice Created

Return To Home Screen

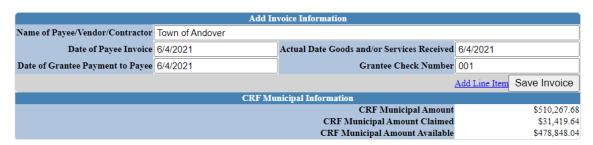
| Add Invoice Information | | | |
|---|-----------------|--|----------------------------|
| Name of Payee/Vendor/Contractor | Town of Andover | | |
| Date of Payee Invoice | 6/4/2021 | Actual Date Goods and/or Services Received | 6/4/2021 |
| Date of Grantee Payment to Payee | 6/4/2021 | Grantee Check Number | 001 |
| | | | Add Line Item Save Invoice |
| CRF Municipal Information | | | |
| CRF Municipal Amount \$510,267.6 | | | \$510,267.68 |
| CRF Municipal Amount Claimed \$31,419.6 | | | |
| | | CRF Municipal Amount Available | \$478,848.04 |

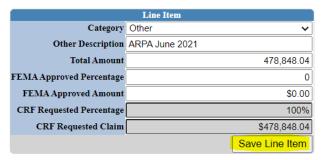


Click "Save Line Item"

Invoice Created

Return To Home Screen





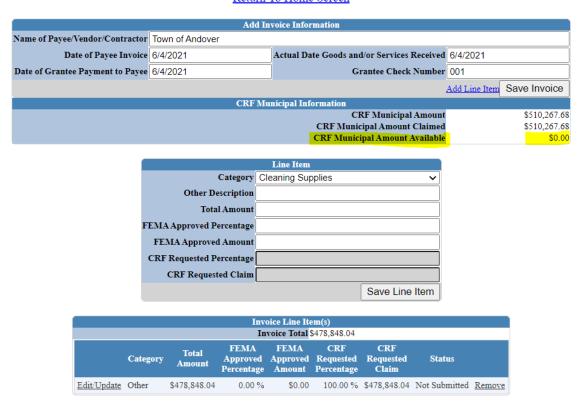
You will see that the line item has been created.



The CRF Municipal Amount Available should be \$0.00.

Line Item Created

Return To Home Screen



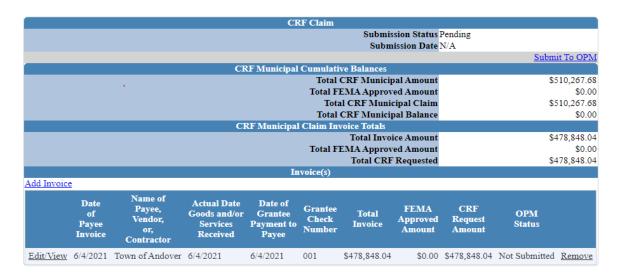
Line Item Created

Return To Home Screen

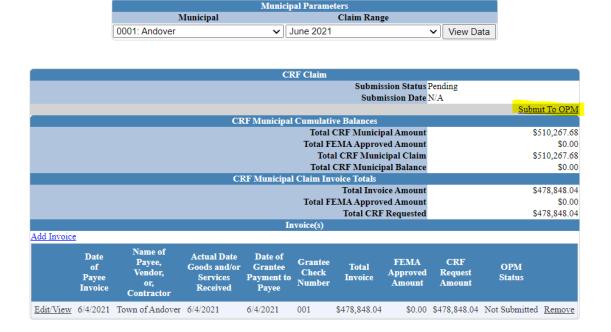
| Add Invoice Information | | | | |
|----------------------------------|-----------------|--|---------------|--------------|
| Name of Payee/Vendor/Contractor | Town of Andover | | | |
| Date of Payee Invoice | 6/4/2021 | Actual Date Goods and/or Services Received | 6/4/2021 | |
| Date of Grantee Payment to Payee | 6/4/2021 | Grantee Check Number | 001 | |
| | | | Add Line Item | Save Invoice |
| | CRF Mu | nicipal 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

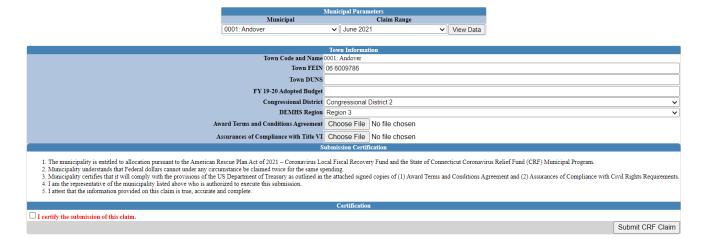




Ensure all information has been entered and accurate and click "Submit to OPM".

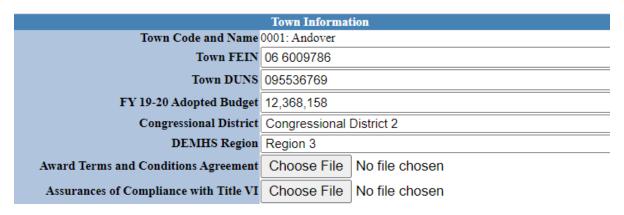


8. Online Claim Submission - Certification Page

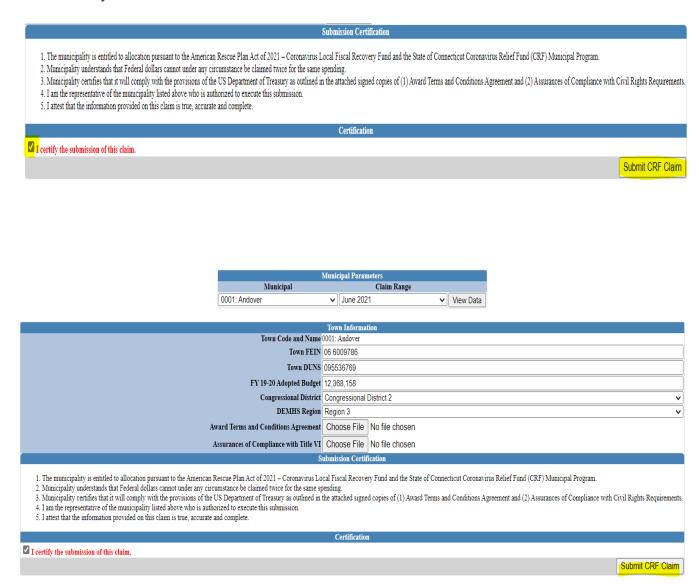


- Enter the following information:
 - o Town FEIN
 - o Town DUNS
 - o FY 19-20 Adopted Budget
 - o Congressional District
 - o DEMHS Region.
- Upload the US Treasury required signed documents in PDF format only:
 - o Award Terms and Conditions Agreement
 - o Assurances of Compliance with Title VI





• Certify the information and Submit the CRF Claim.



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

| Code | <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 |
| 43 | 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 | |
| 49 | Enfield | 2,436,709.12 6,460,453.30 |
| 50 | Essex | |
| 51 | Fairfield | 986,699.25 |
| | | 6,025,756.94 |
| 52 | Farmington Franklin | 3,772,926.03 |
| 53 | | 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 |