



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT
Intergovernmental Policy and Planning Division



MUNICIPAL CRF PROGRAM PORTAL CLAIM INSTRUCTIONS JULY 2022 CLAIM PERIOD AMERICAN RECOVERY PLAN ACT TRANCHE 2

MUST COMPLETE BY 5 PM FRIDAY, JULY 22, 2022

1. COVID Portal User logs onto the OPM Portal using 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

Portal Logon	
Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

[Reset Password](#)

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

Municipal CRF Program
GEN - Home
GEN - Audit Details
GEN - NEU And County
GEN - Expenditures
GEN - Reporting

- Select your **Municipality (Town or Borough)** from the drop-down menu

Municipal Parameters		
Municipality	Time Frame	
Select Town	July 2022	View Data

Municipal Parameters		
Municipality	Time Frame	
0001: Andover	July 2022	View Data

- Time Frame** period is set for July 2022

Municipal Parameters		
Municipality	Time Frame	
0001: Andover	July 2022	View Data

- Click **“View Data”**

Municipal Parameters		
Municipality	Time Frame	
0001: Andover	July 2022	View Data

- Information is pre-populated for your municipality/borough.

Non-Entitlement Unit and County Allocation Certification		
Non-Entitlement Unit Allocation		\$164,570.51
County Allocation		\$314,277.53
Total Allocation		\$478,848.04
Submission Status		Not Submitted
Town Information		
Town FEIN	06 6009786	
Unique Entity Identifier (UEI)		
Congressional District	Congressional District 2	▼
DEMHS Region	Region 3	▼

7. This is your municipality/borough “Home Screen”:

Municipal Parameters		
Municipality	Time Frame	
0001: Andover	July 2022	View Data

Non-Entitlement Unit and County Allocation Certification	
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Congressional District	Congressional District 2
DEMHS Region	Region 3
Certification	
<p>1. The municipality or borough is entitled to allocation pursuant to the American Rescue Plan Act of 2021 – Coronavirus Local Fiscal Recovery Fund.</p> <p>2. Each municipality or borough is required to meet compliance and reporting responsibilities of the US Treasury.</p> <p>3. Municipality or borough understands that Federal dollars cannot under any circumstances be claimed twice for the same spending.</p> <p>4. Municipality or borough certifies that it will comply with the provisions of the US Department of Treasury as outlined in the (1) Award Terms and Conditions Agreement and (2) Assurances of Compliance with the Civil Rights Requirements.</p> <p>5. I am the representative of the municipality or borough listed above who is authorized to execute this submission.</p> <p>6. I attest that the information provided on this claim is true, accurate and complete.</p>	
<input type="checkbox"/> I certify the submission of this claim. <input type="button" value="Submit"/>	

8. Enter your **Unique Entity Identifier (UEI)**:

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). Existing registered entities can find their Unique Entity ID by following the steps [here](#).

Town Information	
Town FEIN	06 6009786
Unique Entity Identifier (UEI)	
Congressional District	Congressional District 2
DEMHS Region	Region 3

9. Read the Certification and check the **Certification Box**:

I certify the submission of this claim.

I certify the submission of this claim.

10. Click **“Submit”**:

Submit

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

-----Original Message-----

From: PortalNotification, OPM <OPM.PortalNotification@ct.gov>

Sent: Wednesday, July 13, 2022 2:31 PM

To: Hill, Jordan <Jordan.Hill@ct.gov>

Subject: [OPM Portal - CRF] Municipal CRF County And NEU Submitted: 003: Ashford

Thank you for inputting your Municipal CRF County and NEU Request.