



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT  
Intergovernmental Policy and Planning Division

June 9, 2020

To: Chief Financial Officers

From: Martin L. Heft, Acting Undersecretary

RE: **MUNICIPAL CRF PROGRAM PORTAL CLAIM INSTRUCTIONS**

The Office of Policy and Management (OPM) has established the [Municipal CRF Program](#) to provide municipalities with reimbursement for COVID-19 related expenses.

You must go online to the OPM Portal and complete a claim against your CRF amount. Reimbursements for expenses incurred through June 30, 2020 need to be submitted no later than August 31, 2020.

A video demonstration on the Municipal CRF Program and how to utilize the portal are available at <https://portal.ct.gov/OPM/Coronavirus/Coronavirus-Relief-Fund/Municipal-CRF-Program>.

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### **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



# MUNICIPAL CRF PROGRAM PORTAL CLAIM INSTRUCTIONS

1. Log onto the OPM Portal using your e-mail address and password
  - <https://www.appsvcs.opm.ct.gov/opmportal/portalhome.aspx>
  - Sign into the portal:
    - Username - your email address
    - Temporary password: CRF2020!
  - You will be required to change your password on your initial sign in
  - Verify your information is correct and edit as necessary

Office of Policy and Management - Application Portal

Login

Portal Login

Username:

Password:

Login

[Reset Password](#)

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

Office of Policy and Management - Application Portal

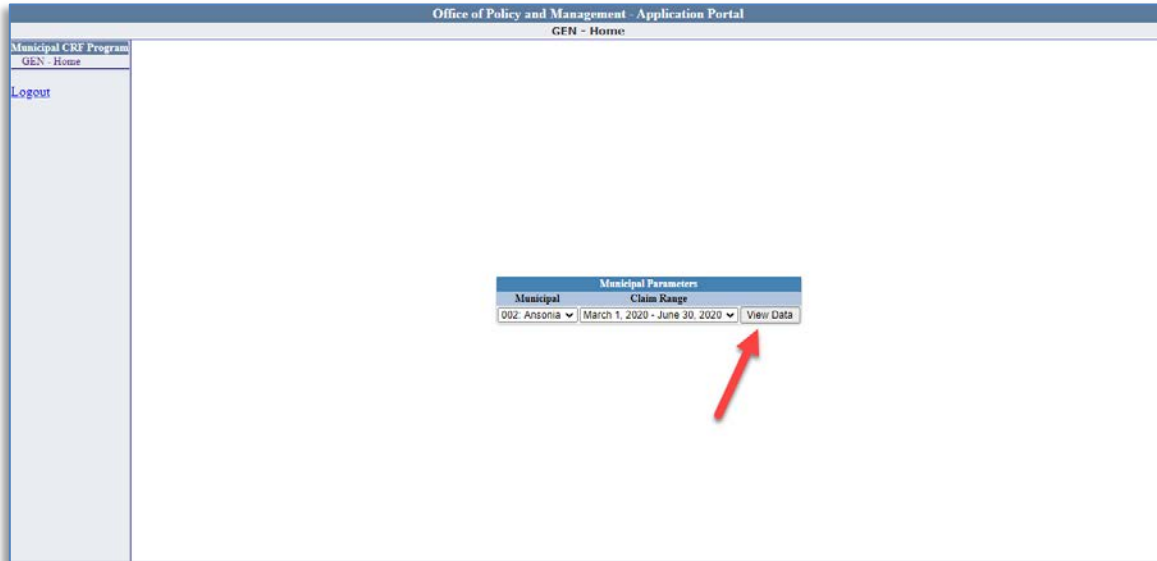
Municipal CRF Program

GEN - Home

Logout

Thank you for logging in.

3. Select your Municipality "Home Screen" by Clicking on "View Data".



4. This is your municipality "Home Screen":

Municipal Parameters	
Municipal	Claim Range
002: Ansonia	March 1, 2020 - June 30, 2020

View Data

CRF Claim	
Submission Status	Town_Submitted
Submission Date	6/3/2020

CRF Municipal Cumulative Balances	
Total CRF Municipal Amount	\$251,000.00
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$0.00
Total CRF Municipal Balance	\$251,000.00

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

Invoice(s)
<a href="#">Add Invoice</a>
No Requests Found

5. Online Claim Submission – Select “Add Invoice”

Municipal Parameters	
Municipal	Claim Range
002: Ansonia	March 1, 2020 - June 30, 2020
<a href="#">View Data</a>	
CRF Claim	
Submission Status	Town_Submitted
Submission Date	6/3/2020
CRF Municipal Cumulative Balances	
Total CRF Municipal Amount	\$251,000.00
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$0.00
Total CRF Municipal Balance	\$251,000.00
CRF Municipal Claim Invoice Totals	
Total Invoice Amount	\$0.00
Total FEMA Approved Amount	\$0.00
Total CRF Requested	\$0.00
Invoice(s)	
<a href="#">Add Invoice</a>	<input type="button" value="No Requests Found"/>

Add Invoice Information			
Name of Payee/Vendor/Contractor	BCD Vendor		
Date of Payee Invoice	5/1/2020	Actual Date Goods and/or Services Received	4/30/2020
Date of Grantee Payment to Payee	5/15/2020	Grantee Check Number	5678
<input type="button" value="Save Invoice"/>			
CRF Municipal Information			
	CRF Municipal Amount	\$251,000.00	
	CRF Municipal Amount Claimed	\$0.00	
	CRF Municipal Amount Available	\$251,000.00	

Enter all required data for each invoice

- Name of Payee/Vendor/Contractor
- Date of Payee Invoice
- Actual Date Goods and/or Services Received
- Date of Grantee Payment to Payee
- Grantee Check Number

## 6. Add Invoice Line Items

**Invoice Created**

Add Invoice Information			
Name of Payee/Vendor/Contractor	BCD Vendor		
Date of Payee Invoice	5/1/2020	Actual Date Goods and/or Services Received	4/30/2020
Date of Grantee Payment to Payee	5/15/2020	Grantee Check Number	5678
<a href="#">Add Line Item</a> <a href="#">Save Invoice</a>			

CRF Municipal Information	
CRF Municipal Amount	\$251,000.00
CRF Municipal Amount Claimed	\$0.00
CRF Municipal Amount Available	\$251,000.00

Line Item	
Category	Equipment (IT, Teleworking, Etc.)
Total Amount	2000
FEMA Approved Percentage	75
FEMA Approved Amount	\$1,500.00
CRF Requested Percentage	25%
CRF Requested Claim	\$500.00
<a href="#">Save Line Item</a>	

Enter all required data for the Line Item

- Select the Category
- Enter the Total Amount of the Item
- Enter the percentage of FEMA reimbursement for the item – 0 – 100%.

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

For invoices that have multiple categories, you may enter the same vendor, dates and check payment information.

Once all invoices are entered along with all line items:

- Go back to the “Home Screen” and review the Claims Submission Pre-Certification

**OPM PORTAL – ONLINE CLAIM SUBMISSION - CLAIMS SUBMISSION PRE-CERTIFICATION**

**Municipal Parameters**  
Municipal: 002: Ansonia | Claim Range: March 1, 2020 - June 30, 2020 | View Data

**CRF Claim**  
Submission Status: Not Submitted  
Submission Date: N/A | [Submit To OPM](#)

**CRF Municipal Cumulative Balances**

Total CRF Municipal Amount	\$251,000.00
Total FEMA Approved Amount	\$1,500.00
Total CRF Municipal Claim	\$500.00
Total CRF Municipal Balance	\$250,500.00

**CRF Municipal Claim Invoice Totals**

Total Invoice Amount	\$2,000.00
Total FEMA Approved Amount	\$1,500.00
Total CRF Requested	\$500.00

**CRF Municipal Claim Invoice Totals Table**

Date of 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
5-1-2020	BCD Vendor	4-30-2020	5-15-2020	5678	\$2,000.00	\$1,500.00	\$500.00	Not Submitted

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

- Online Claim Submission – Certification

**Municipal Parameters**  
Municipal: 002: Ansonia | Claim Range: March 1, 2020 - June 30, 2020 | View Data

**Town Information**  
Town Code and Name: 002: Ansonia  
Town FEIN: 060000000  
Congressional District: Congressional District 1  
DEMHS Region: Region 1

**Required Documents**  
FEMA Eligible: Yes  
FEMA Approval Document Upload: Browse... FEMA Approval.pdf  
Transactional Detail Report: Browse... Transactional Detail Report.pdf

**Submission Certification**

- Municipality understands that Federal dollars cannot under any circumstances be claimed twice for the same spending.
- Municipality certifies that this claim meets the following three Federal conditions: (1) Necessary expenditures incurred due to the public health emergency with respect to ... COVID-19; (2) Not budgeted as of March 27, 2020 when the CARES Act was enacted; and (3) Incurred on or after March 1, 2020, through December 30, 2020.
- As a condition of accepting Federal Coronavirus Relief Fund money, we have maximized the use of other Federal programs first (i.e. FEMA, ESSERF, CDBG, ESG).
- Municipality agrees to (1) maintain detailed accounting records with respect to the project, reflecting expenditures set forth above; and (2) make such records available to its auditors and to the state upon request. Such records must be maintained until OPM notifies the Municipality that the retention period has been met, or until any retention period required by the Federal Government has been met, whichever is later.
- Municipality agrees to abide by all reporting requirements promulgated by the Federal government as a condition of accepting Federal Coronavirus Relief Fund money.
- The Municipality is entitled to reimbursement for the project pursuant to the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Program.
- The Municipality's legislative/governing body has authorized the submission of this request for COVID-19 related expenditure reimbursement and such authorization is memorialized in the minutes of any required municipal meeting.
- I am the representative of the municipality listed above who is authorized to execute this form.
- I attest that the information provided on this claim is true, accurate and complete.

**Certification**  
 I certify the submission of this claim. | [Submit CRF Claim](#)

- Enter the Town FEIN Number, Congressional District and DEMHS Region.
- If any of the invoices in this claim submission are FEMA eligible select YES and upload FEMA Approval Document.
- Finally, upload your Transactional Detail Report. This must be from your municipalities Financial Management System.

**Municipal Parameters**

**Municipal Claim Range**  
 002: Ansonia | March 1, 2020 - June 30, 2020 | View Data

**Town Information**  
 Town Code and Name: 002: Ansonia  
 Town FEIN: 060000000  
 Congressional District: Congressional District 1  
 DEMHS Region: Region 1

**Required Documents**  
 FEMA Eligible? Yes  
 FEMA Approval Document Upload: Browse... FEMA Approval.pdf  
 Transactional Detail Report: Browse... Transactional Detail Report.pdf

**Submission Certification**

1. Municipality understands that Federal dollars cannot under any circumstances be claimed twice for the same spending.  
 2. Municipality certifies that this claim meets the following three Federal conditions: (1) Necessary expenditures incurred due to the public health emergency with respect to ... COVID-19; (2) Not budgeted as of March 27, 2020 when the CARES Act was enacted; and (3) Incurred on or after March 1, 2020, through December 30, 2020.  
 3. As a condition of accepting Federal Coronavirus Relief Fund money, we have maximized the use of other Federal programs first (i.e. FEMA, ESSERF, CDBG, ESG).  
 4. Municipality agrees to (1) maintain detailed accounting records with respect to the project, reflecting expenditures set forth above, and (2) make such records available to its auditors and to the state upon request. Such records must be maintained until OPM notifies the Municipality that the retention period has been met, or until any retention period required by the Federal Government has been met, whichever is later.  
 5. Municipality agrees to abide by all reporting requirements promulgated by the Federal government as a condition of accepting Federal Coronavirus Relief Fund money.  
 6. The Municipality is entitled to reimbursement for the project pursuant to the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Program.  
 7. The Municipality's legislative governing body has authorized the submission of this request for COVID-19 related expenditure reimbursement and such authorization is memorialized in the minutes of any required municipal meeting.  
 8. I am the representative of the municipality listed above who is authorized to execute this form.  
 9. I attest that the information provided on this claim is true, accurate and complete.

**Certification**  
 I certify the submission of this claim. Submit CRF Claim

- Certify the information and Submit the CRF Claim.
- After submitting an initial CRF Claim Certification to OPM, a municipality can add to its claim by entering additional invoices by going to Step 5 listed above.
- Please note that you will need to re-submit the claim and required documents again (Steps 7 & 8).

**LOG IN ISSUE?  
 PLEASE CONTACT  
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