



# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT  
Intergovernmental Policy and Planning Division

September 29, 2021

To: Chief Executive Officials  
Chief Financial Officers  
COVID Portal Users

From: Martin L. Heft, Undersecretary

RE: **MUNICIPAL CRF PROGRAM CARES ACT**

RE: **INTERIM REPORT  
DECEMBER 2020 CARES ACT ALLOTMENT  
CLAIM PERIOD JULY 1, 2020 TO SEPTEMBER 30, 2021**

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The CARES Act provided each municipality funding in 2020 for COVID-19 related expenses. Municipalities provided line-item claims for the first claim period March 1 – June 30, 2020 which were audited by OPM and reimbursed. For the second claim period, July 1 – December 30, 2020 (extended by HR 133 to December 31, 2021), municipalities were upfronted funds based on a [population formula](#).

Federal Coronavirus Relief Fund (CARES Act) expenditures are subject to Single Audit by an Inspector General within the U.S. Department of the Treasury. Documenting that costs are eligible uses is 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. Municipalities have been asked to 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.

**An interim reporting for the period July 1, 2020 through September 30, 2021 on the eligible expenses of the second claim period is due to OPM by Friday, October 22, 2021. A final reporting will occur in January 2022.**

This reporting is on CARES Act funding and not related to the [American Rescue Plan Act of 2021 / Coronavirus State and Local Fiscal Recovery Funds](#) reporting due October 31, 2021.

Municipalities will report through the [OPMIGPP Portal](#) their expenses relative to the appropriate categories. All categories will be totals only unless noted that additional document upload detail is required.

**A virtual presentation on the reporting will be held on Tuesday, October 5<sup>th</sup> at 10:00 AM. An invite will be sent out to all COVID Portal Users.**

Portal instructions and required Excel spreadsheets will be sent out after the presentation to all COVID Portal Users.

**Reporting Categories:**

- Cleaning supplies
- Cleaning / disinfection of buildings
- Education
- Equipment (IT, Teleworking, etc.)
- Enforcement of Executive Orders
- Food Programs
- Hazard Pay\*
- Legal Fees
- Local Health Department
- Non-congregate Sheltering
- Office Modifications (signs, shields, etc.)
- Overtime related to response\*
- Postage
- PPE (Masks, gloves, etc.)
- Public Health Personnel Costs\*
- Public Safety Personnel Costs\*
- Testing
- Training
- Vaccination
- Other - **Required upload of Excel spreadsheet document**

**\*Payroll Related - Required upload of Excel spreadsheet document:**

- Name of employee
- Title of employee
- Overtime or Regular Pay
- Hours
- Wages