



**MUNICIPAL CRF PROGRAM PORTAL  
CLAIM INSTRUCTIONS  
JULY 1, 2020 – DECEMBER 31, 2021  
CLAIM PERIOD  
(CARES ACT FUNDING PERIOD DECEMBER 2020)**

**MUST COMPLETE BY 5 PM TUESDAY FEBRUARY 15<sup>th</sup>**

The municipalities authorized COVID User needs to log onto the OPM Portal using their e-mail address and password:

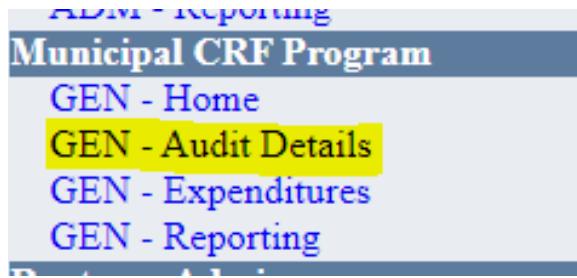
- <https://opmportal.opm.ct.gov>
- Sign into the portal:
  - Enter Username – email address
  - Enter Password
    - If you have forgotten your password, enter your Username and click “Reset Password”. An email will be sent with a temporary password.
- Verify your information is correct and edit as necessary

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

[Reset Password](#)

**Thank you for logging in.**

Under the Municipal CRF Program heading (left side of page), click on GEN-Audit Details



Select your municipality under "Select Town"

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	View Data

Audit Period is self-populated

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	View Data

Click "View Data"

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	View Data

This is your municipality reporting screen

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details	
Submission Status	Not Submitted
Submission Date	N/A
CRF Municipal Balances For Audit Period	
Total CRF Municipal Amount	\$24,648.00
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$0.00
Total CRF Municipal Balance	\$24,648.00
Invoice(s)	Payperiods
<a href="#">Add Invoice</a>	<a href="#">Add Pay Period</a> <a href="#">Manage Employees</a>
Current View: Invoices	
<a href="#">View Invoices</a>	<a href="#">View Pay Periods</a>
No Requests Found	

Your Total CRF Municipal Amount is your December 2020 population formula allotment

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details	
Submission Status	Not Submitted
Submission Date	N/A
CRF Municipal Balances For Audit Period	
Total CRF Municipal Amount	\$24,648.00
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$0.00
Total CRF Municipal Balance	\$24,648.00
Invoice(s)	Payperiods
<a href="#">Add Invoice</a>	<a href="#">Add Pay Period</a> <a href="#">Manage Employees</a>
Current View: Invoices	
<a href="#">View Invoices</a>	<a href="#">View Pay Periods</a>
No Requests Found	

There are two sections for reporting -

- Add invoice
- Add Pay Period /Manage Employees

Recommend completing each section separately and completely.

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details	
Submission Status	Not Submitted
Submission Date	N/A
CRF Municipal Balances For Audit Period	
Total CRF Municipal Amount	\$24,648.00
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$0.00
Total CRF Municipal Balance	\$24,648.00
Invoice(s)	Payperiods
<a href="#">Add Invoice</a>	<a href="#">Add Pay Period</a> <a href="#">Manage Employees</a>
Current View: Invoices	
<a href="#">View Invoices</a>	<a href="#">View Pay Periods</a>
No Requests Found	

Submission of invoices - Click "Add Invoice"

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details	
Submission Status	Not Submitted
Submission Date	N/A
CRF Municipal Balances For Audit Period	
Total CRF Municipal Amount	\$24,648.00
Total FEMA Approved Amount	\$0.00
Total CRF Municipal Claim	\$0.00
Total CRF Municipal Balance	\$24,648.00
Invoice(s)	Payperiods
<a href="#">Add Invoice</a>	<a href="#">Add Pay Period</a> <a href="#">Manage Employees</a>
Current View: Invoices	
<a href="#">View Invoices</a>	<a href="#">View Pay Periods</a>
No Requests Found	

“Add Invoice Information” Screen:

[Return To Home Screen](#)

Add Invoice Information			
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	
Invoice Number		PO Number	
Individual Approving Payment		Vendor W-9 On File (not older than 2 years)	<input checked="" type="radio"/> Yes <input type="radio"/> No
			Save Invoice
CRF Municipal Information			
	CRF Municipal Amount		\$24,648.00
	CRF Municipal Amount Claimed		\$0.00
	CRF Municipal Amount Available		\$24,648.00

Enter all invoice information:

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	ABC Contracting Services		
Date of Payee Invoice	08/01/2020	Actual Date Goods and/or Services Received	08/15/2020
Date of Grantee Payment to Payee	09/01/2020	Grantee Check Number	5468
Invoice Number	985	PO Number	n/a
Individual Approving Payment	Alice Smith	Vendor W-9 On File (not older than 2 years)	<input checked="" type="radio"/> Yes <input type="radio"/> No
			Save Invoice
CRF Municipal Information			
	CRF Municipal Amount		\$24,648.00
	CRF Municipal Amount Claimed		\$0.00
	CRF Municipal Amount Available		\$24,648.00

Click “Save Invoice”

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	ABC Contracting Services		
Date of Payee Invoice	08/01/2020	Actual Date Goods and/or Services Received	08/15/2020
Date of Grantee Payment to Payee	09/01/2020	Grantee Check Number	5468
Invoice Number	985	PO Number	n/a
Individual Approving Payment	Alice Smith	Vendor W-9 On File (not older than 2 years)	<input checked="" type="radio"/> Yes <input type="radio"/> No
			Save Invoice
CRF Municipal Information			
	CRF Municipal Amount		\$24,648.00
	CRF Municipal Amount Claimed		\$0.00
	CRF Municipal Amount Available		\$24,648.00

Invoice has been created and is noted as "Invoice Created"

Invoice Created

[Return To Home Screen](#)

Enter the line item detail for the invoice created:

Invoice Created

[Return To Home Screen](#)

Add Invoice Information			
Name of Payee/Vendor/Contractor	ABC Contracting Service		
Date of Payee Invoice	08/01/2020	Actual Date Goods and/or Services Received	08/15/2020
Date of Grantee Payment to Payee	09/01/2020	Grantee Check Number	5468
Invoice Number	985	PO Number	n/a
Individual Approving Payment	Alice Smith	Vendor W-9 On File (not older than 2 years)	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<a href="#">Add Line Item</a> <a href="#">Save Invoice</a>
CRF Municipal Information			
	CRF Municipal Amount		\$24,648.00
	CRF Municipal Amount Claimed		\$0.00
	CRF Municipal Amount Available		\$24,648.00

Line Item	
Category	Cleaning Supplies
Item Description	
Total Amount	
FEMA Approved Percentage	
FEMA Approved Amount	
CRF Requested Percentage	
CRF Requested Claim	
<a href="#">Save Line Item</a>	

Use the category drop down for selecting the eligible category

Only utilize FEMA if applicable, as the reimbursement was changed to 100%. Enter "0" if for no FEMA Approved Percentage, otherwise the percentage FEMA approved (paid)

Line Item	
Category	Cleaning / Disinfection of Public Buildings ▾
Item Description	Town Hall Cleaning
Total Amount	1258.98
FEMA Approved Percentage	0
FEMA Approved Amount	\$0.00
CRF Requested Percentage	100%
CRF Requested Claim	\$1,258.98
Save Line Item	

Click "Save Line Item"

Line Item	
Category	Cleaning / Disinfection of Public Buildings ▾
Item Description	Town Hall Cleaning
Total Amount	1258.98
FEMA Approved Percentage	0
FEMA Approved Amount	\$0.00
CRF Requested Percentage	100%
CRF Requested Claim	\$1,258.98
Save Line Item	

Line Item has been created

Line Item Created

[Return To Home Screen](#)

Invoice Line Item(s)								Invoice Total	\$1,258.98
Category	Description	Total Amount	FEMA Approved Percentage	FEMA Approved Amount	CRF Requested Percentage	CRF Requested Claim	Status		
<a href="#">Edit/Update</a>	Cleaning / Disinfection of Public Buildings	Town Hall Cleaning	\$1,258.98	0.00 %	\$0.00	100.00 %	\$1,258.98	Pending	<a href="#">Remove</a>

Return to Home Screen

### Line Item Created

[Return To Home Screen](#)

Home Screen after Invoice/Line Items entered

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details											
Submission Status Not Submitted											
Submission Date N/A											
<a href="#">Submit To OPM</a>											
CRF Municipal Balances For Audit Period											
Total CRF Municipal Amount									\$24,648.00		
Total FEMA Approved Amount									\$0.00		
Total CRF Municipal Claim									\$1,258.98		
Total CRF Municipal Balance									\$23,389.02		
Invoice(s)						Payperiods					
<a href="#">Add Invoice</a>						<a href="#">Add Pay Period</a>			<a href="#">Manage Employees</a>		
Current View: Invoices											
<a href="#">View Invoices</a>						<a href="#">View Pay Periods</a>					
Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Invoice Number	PO Number	Total Invoice	FEMA Approved Amount	CRF Request Amount		
<a href="#">Edit/View</a>	8/1/2020	ABC Contracting Service	8/15/2020	9/1/2020	5468	985	n/a	\$1,258.98	\$0.00	\$1,258.98	<a href="#">Remove</a>



Each Invoice or Pay Period will subtract the expenses off your Total CRF Municipal Amount, and show any remaining balance

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details											
Submission Status										Not Submitted	
Submission Date										N/A	
<a href="#">Submit To OPM</a>											
CRF Municipal Balances For Audit Period											
Total CRF Municipal Amount										\$24,648.00	
Total FEMA Approved Amount										\$0.00	
Total CRF Municipal Claim										\$1,258.98	
Total CRF Municipal Balance										\$23,389.02	
Invoice(s)							Payperiods				
<a href="#">Add Invoice</a>							<a href="#">Add Pay Period</a>				<a href="#">Manage Employees</a>
Current View: Invoices											
<a href="#">View Invoices</a>											
<a href="#">View Pay Periods</a>											
Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Invoice Number	PO Number	Total Invoice	FEMA Approved Amount	CRF Request Amount		
<a href="#">Edit/View</a>	8/1/2020	ABC Contracting Service	8/15/2020	9/1/2020	5468	985	n/a	\$1,258.98	\$0.00	\$1,258.98	<a href="#">Remove</a>

Complete this for all invoices for the period July 1, 2020 through December 31, 2021 prior to starting the Pay Period section.

From the Home Screen begin the Pay Period section. Click “Manage Employees”:

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details											
Submission Status										Not Submitted	
Submission Date										N/A	
<a href="#">Submit To OPM</a>											
CRF Municipal Balances For Audit Period											
Total CRF Municipal Amount										\$24,648.00	
Total FEMA Approved Amount										\$0.00	
Total CRF Municipal Claim										\$1,258.98	
Total CRF Municipal Balance										\$23,389.02	
Invoice(s)							Payperiods				
<a href="#">Add Invoice</a>							<a href="#">Add Pay Period</a>				<a href="#">Manage Employees</a>
Current View: Invoices											
<a href="#">View Invoices</a>											
<a href="#">View Pay Periods</a>											
Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Invoice Number	PO Number	Total Invoice	FEMA Approved Amount	CRF Request Amount		
<a href="#">Edit/View</a>	8/1/2020	ABC Contracting Service	8/15/2020	9/1/2020	5468	985	n/a	\$1,258.98	\$0.00	\$1,258.98	<a href="#">Remove</a>

## Manage Employee Screen

Add Employee

[Back to Home](#)

All Employees

Click "Add Employee"

Add Employee

[Back to Home](#)

All Employees

Enter Employee Information

Add Employee

[Back to Home](#)

Employee Information	
Employee Name	<input type="text"/>
Title	<input type="text"/>
<input type="button" value="Save Employee"/>	

All Employees

Click "Save Employee"

Add Employee

[Back to Home](#)

Employee Information	
Employee Name	<input type="text" value="John Doe"/>
Title	<input type="text" value="Public Works Foreman"/>
<input type="button" value="Save Employee"/>	

All Employees

Employee has been created

Add Employee

Employee Created

[Back to Home](#)

All Employees			
	Name	Title	
<a href="#">View/Edit</a>	John Doe	Public Works Foreman	<a href="#">Remove</a>

Complete this for all payroll employees that are part of hazard pay, enforcement of Executive Orders, Overtime related to response, Public Safety personnel costs and Public Health personnel costs

Add Employee

Employee Created

[Back to Home](#)

All Employees			
	Name	Title	
<a href="#">View/Edit</a>	Chris Jones	Health Director	<a href="#">Remove</a>
<a href="#">View/Edit</a>	John Doe	Public Works Foreman	<a href="#">Remove</a>

Click "Back to Home"

Add Employee

Employee Created

[Back to Home](#)

All Employees			
	Name	Title	
<a href="#">View/Edit</a>	Chris Jones	Health Director	<a href="#">Remove</a>
<a href="#">View/Edit</a>	John Doe	Public Works Foreman	<a href="#">Remove</a>

Click "Add Pay Period"

Municipal Parameters											
Municipal					Audit Period						
0001: Andover					July 1, 2020 through December 31, 2021						View Data
CRF Audit Details											
Submission Status					Not Submitted						
Submission Date					N/A						<a href="#">Submit To OPM</a>
CRF Municipal Balances For Audit Period											
Total CRF Municipal Amount											\$24,648.00
Total FEMA Approved Amount											\$0.00
Total CRF Municipal Claim											\$1,258.98
Total CRF Municipal Balance											\$23,389.02
Invoice(s)					Payperiods						
<a href="#">Add Invoice</a>					<a href="#">Add Pay Period</a>						<a href="#">Manage Employees</a>
Current View: Invoices											
<a href="#">View Invoices</a>					<a href="#">View Pay Periods</a>						
Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Invoice Number	PO Number	Total Invoice	FEMA Approved Amount	CRF Request Amount		
<a href="#">Edit/View</a>	8/1/2020	ABC Contracting Service	8/15/2020	9/1/2020	5468	985	n/a	\$1,258.98	\$0.00	\$1,258.98	<a href="#">Remove</a>

Pay Period Screen

Pay Period		
Check Date	<input type="text"/>	Pay Period Ended <input type="text"/>
Individual Approving Payment	<input type="text"/>	
		<input type="button" value="Save Pay Period"/>

Enter first pay period

Pay Period		
Check Date	<input type="text" value="07/23/2020"/>	Pay Period Ended <input type="text" value="07/16/2020"/>
Individual Approving Payment	<input type="text" value="Jane Seymour"/>	
		<input type="button" value="Save Pay Period"/>

Click "Save Pay Period"

Pay Period		
Check Date	<input type="text" value="07/23/2020"/>	Pay Period Ended <input type="text" value="07/16/2020"/>
Individual Approving Payment	<input type="text" value="Jane Seymour"/>	
		<input type="button" value="Save Pay Period"/>

## Pay Period Created

Pay Period			
Check Date	07/23/2020	Pay Period Ended	07/16/2020
Individual Approving Payment	Jane Seymour		
Save Pay Period			

Pay Period Created

[Back to Home](#)

Add Employee To Pay Period	
Employee	Chris Jones: Health Director
Type of Payment	<input type="radio"/> Base Pay <input type="radio"/> Comp <input type="radio"/> Overtime
Basis For Pay	<input type="radio"/> Hourly <input type="radio"/> Lump Sum
Gross Pay	
Disbursement Amount	
Save Employee	

## Add Employees to Pay Period utilizing the drop down

Pay Period			
Check Date	07/23/2020	Pay Period Ended	07/16/2020
Individual Approving Payment	Jane Seymour		
Save Pay Period			

Pay Period Created

[Back to Home](#)

Add Employee To Pay Period	
Employee	Chris Jones: Health Director
Type of Payment	<input type="radio"/> Base Pay <input type="radio"/> Comp <input type="radio"/> Overtime
Basis For Pay	<input type="radio"/> Hourly <input type="radio"/> Lump Sum
Gross Pay	
Disbursement Amount	
Save Employee	

## Enter the employee information

Add Employee To Pay Period	
Employee	John Doe: Public Works Foreman
Type of Payment	<input type="radio"/> Base Pay <input type="radio"/> Comp <input checked="" type="radio"/> Overtime
Basis For Pay	<input checked="" type="radio"/> Hourly <input type="radio"/> Lump Sum
Gross Pay	3850.00
Disbursement Amount	850.00
Save Employee	

Click "Save Employee"

Add Employee To Pay Period	
Employee	John Doe: Public Works Foreman ▼
Type of Payment	<input type="radio"/> Base Pay <input type="radio"/> Comp <input checked="" type="radio"/> Overtime
Basis For Pay	<input checked="" type="radio"/> Hourly <input type="radio"/> Lump Sum
Gross Pay	3850.00
Disbursement Amount	850.00
<a href="#">Save Employee</a>	

Employee Added to Pay Period

**Employee Added to Pay Period**  
[Back to Home](#)

Complete this for all employees in this pay period

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Employee Added to Pay Period  
[Back to Home](#)

Add Employee To Pay Period	
Employee	Chris Jones: Health Director ▼
Type of Payment	<input type="radio"/> Base Pay <input type="radio"/> Comp <input type="radio"/> Overtime
Basis For Pay	<input type="radio"/> Hourly <input type="radio"/> Lump Sum
Gross Pay	
Disbursement Amount	
<a href="#">Save Employee</a>	

	Employee	Type Of Payment	Basis For Pay	GrossPay	Disbursement	
<a href="#">View/Edit</a>	Chris Jones	Overtime	Hourly	\$2,580.00	\$350.00	<a href="#">Remove</a>
<a href="#">View/Edit</a>	John Doe	Overtime	Hourly	\$3,850.00	\$850.00	<a href="#">Remove</a>

Once all employees are entered for pay period, click "Save Pay Period".

Pay Period			
Check Date	7/23/2020	Pay Period Ended	7/16/2020
Individual Approving Payment	Jane Seymour		
<a href="#">Save Pay Period</a>			

Employee Added to Pay Period

[Back to Home](#)

Add Employee To Pay Period	
Employee	Chris Jones: Health Director
Type of Payment	<input type="radio"/> Base Pay <input type="radio"/> Comp <input type="radio"/> Overtime
Basis For Pay	<input type="radio"/> Hourly <input type="radio"/> Lump Sum
Gross Pay	
Disbursement Amount	
<a href="#">Save Employee</a>	

	Employee	Type Of Payment	Basis For Pay	GrossPay	Disbursement	
<a href="#">View/Edit</a>	Chris Jones	Comp	Hourly	\$2,580.00	\$350.00	<a href="#">Remove</a>
<a href="#">View/Edit</a>	John Doe	Comp	Hourly	\$3,850.00	\$850.00	<a href="#">Remove</a>

Pay Period has been updated

[Pay Period Updated](#)

[Back to Home](#)

When Pay Period is complete, click "Back to Home"

[Pay Period Updated](#)

[Back to Home](#)

Complete this process for all pay periods for the period July 1, 2020 through December 31, 2021.

Totals have been updated to reflect Pay Periods with Invoices:

Municipal Parameters											
Municipal					Audit Period						
0001: Andover					July 1, 2020 through December 31, 2021						View Data
CRF Audit Details											
Submission Status: Not Submitted											
Submission Date: N/A											
<a href="#">Submit To OPM</a>											
CRF Municipal Balances For Audit Period											
Total CRF Municipal Amount										\$24,648.00	
Total FEMA Approved Amount										\$0.00	
Total CRF Municipal Claim										\$3,658.98	
Total CRF Municipal Balance										\$20,989.02	
Invoice(s)					Payperiods						
<a href="#">Add Invoice</a>					<a href="#">Add Pay Period</a>						<a href="#">Manage Employees</a>
Current View: Invoices											
<a href="#">View Invoices</a>											
<a href="#">View Pay Periods</a>											
Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Invoice Number	PO Number	Total Invoice	FEMA Approved Amount	CRF Request Amount		
<a href="#">Edit/View</a>	8/1/2020	ABC Contracting Service	8/15/2020	9/1/2020	5468	985	n/a	\$1,258.98	\$0.00	\$1,258.98	<a href="#">Remove</a>

Click on View Pay Periods to view entries

Municipal Parameters											
Municipal					Audit Period						
0001: Andover					July 1, 2020 through December 31, 2021						View Data
CRF Audit Details											
Submission Status: Not Submitted											
Submission Date: N/A											
<a href="#">Submit To OPM</a>											
CRF Municipal Balances For Audit Period											
Total CRF Municipal Amount										\$24,648.00	
Total FEMA Approved Amount										\$0.00	
Total CRF Municipal Claim										\$3,658.98	
Total CRF Municipal Balance										\$20,989.02	
Invoice(s)					Payperiods						
<a href="#">Add Invoice</a>					<a href="#">Add Pay Period</a>						<a href="#">Manage Employees</a>
Current View: Invoices											
<a href="#">View Invoices</a>											
<a href="#">View Pay Periods</a>											
Date of Payee Invoice	Name of Payee, Vendor, or Contractor	Actual Date Goods and/or Services Received	Date of Grantee Payment to Payee	Grantee Check Number	Invoice Number	PO Number	Total Invoice	FEMA Approved Amount	CRF Request Amount		
<a href="#">Edit/View</a>	8/1/2020	ABC Contracting Service	8/15/2020	9/1/2020	5468	985	n/a	\$1,258.98	\$0.00	\$1,258.98	<a href="#">Remove</a>



Pay Period screen

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details				
Submission Status	Not Submitted			
Submission Date	N/A			
<a href="#">Submit To OPM</a>				
CRF Municipal Balances For Audit Period				
Total CRF Municipal Amount	\$24,648.00			
Total FEMA Approved Amount	\$0.00			
Total CRF Municipal Claim	\$3,658.98			
Total CRF Municipal Balance	\$20,989.02			
Invoice(s)	Payperiods			
<a href="#">Add Invoice</a>	<a href="#">Add Pay Period</a>	<a href="#">Manage Employees</a>		
Current View: Pay Periods				
<a href="#">View Invoices</a>	<a href="#">View Pay Periods</a>			
Check Date	Payroll Period Ended	Individual Approving Payment	Total Disbursement	
<a href="#">Edit/View</a>	7/23/2020	7/16/2020	Jane Seymour	\$1,200.00 <a href="#">Remove</a>

From the Home Screen you can go between the Invoices and Pay Period screens

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details				
Submission Status	Not Submitted			
Submission Date	N/A			
<a href="#">Submit To OPM</a>				
CRF Municipal Balances For Audit Period				
Total CRF Municipal Amount	\$24,648.00			
Total FEMA Approved Amount	\$0.00			
Total CRF Municipal Claim	\$3,658.98			
Total CRF Municipal Balance	\$20,989.02			
Invoice(s)	Payperiods			
<a href="#">Add Invoice</a>	<a href="#">Add Pay Period</a>	<a href="#">Manage Employees</a>		
Current View: Pay Periods				
<a href="#">View Invoices</a>	<a href="#">View Pay Periods</a>			
Check Date	Payroll Period Ended	Individual Approving Payment	Total Disbursement	
<a href="#">Edit/View</a>	7/23/2020	7/16/2020	Jane Seymour	\$1,200.00 <a href="#">Remove</a>

Ensure all information has been entered and accurate for both sections – Invoices and Pay Periods.

Your Total CRF Municipal Balance should be “0”. You can not report more than your Total CRF Municipal Amount.

After you ensured all information is correct, click "Submit to OPM"

Municipal Parameters		
Municipal	Audit Period	
0001: Andover	July 1, 2020 through December 31, 2021	<a href="#">View Data</a>

CRF Audit Details			
Submission Status	Not Submitted		
Submission Date	N/A		
<a href="#">Submit To OPM</a>			
CRF Municipal Balances For Audit Period			
Total CRF Municipal Amount	\$24,648.00		
Total FEMA Approved Amount	\$0.00		
Total CRF Municipal Claim	\$3,658.98		
Total CRF Municipal Balance	\$20,989.02		
Invoice(s)	Payperiods		
<a href="#">Add Invoice</a>	<a href="#">Add Pay Period</a> <a href="#">Manage Employees</a>		
Current View: Pay Periods			
<a href="#">View Invoices</a>	<a href="#">View Pay Periods</a>		
Check Date	Payroll Period Ended	Individual Approving Payment	Total Disbursement
<a href="#">Edit/View</a>	7/23/2020	7/16/2020 Jane Seymour	\$1,200.00 <a href="#">Remove</a>

You will then see the Town Submission and Submission Certification Page

Town Information		
Policy Name/Description	Town Code and Name	Does the Municipality have a written policy?
Accounting and Financial Reporting to include month-end close procedures	0001: Andover	<input type="radio"/> Yes <input type="radio"/> No
Vendor approval and set up		<input type="radio"/> Yes <input type="radio"/> No
Vendor maintenance and updates		<input type="radio"/> Yes <input type="radio"/> No
Invoice approval authority		<input type="radio"/> Yes <input type="radio"/> No
Check signing and wire disbursement authority		<input type="radio"/> Yes <input type="radio"/> No
Payroll approval and processing		<input type="radio"/> Yes <input type="radio"/> No
Overtime policy		<input type="radio"/> Yes <input type="radio"/> No
Comp/Vacation policy		<input type="radio"/> Yes <input type="radio"/> No
Bonus policy		<input type="radio"/> Yes <input type="radio"/> No
Any other type of leave/pay policy		<input type="radio"/> Yes <input type="radio"/> No
Federal and State grants management and compliance		<input type="radio"/> Yes <input type="radio"/> No
Conflict of interest policy		<input type="radio"/> Yes <input type="radio"/> No
Policy on ethical sign-offs		<input type="radio"/> Yes <input type="radio"/> No
Controls to prevent fraud and detect fraud		<input type="radio"/> Yes <input type="radio"/> No
Document Uploads		
FEMA Document (if FEMA was used)	<input type="button" value="Choose File"/>	No file chosen
Invoice Transactional Detail	<input type="button" value="Choose File"/>	No file chosen
Payroll Transactional Detail	<input type="button" value="Choose File"/>	No file chosen
Submission Certification		
1. The municipality is entitled to allocation pursuant to the American Rescue Plan Act of 2021 – Coronavirus Local Fiscal Recovery Fund and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Program. 2. Municipality understands that Federal dollars cannot under any circumstance be claimed twice for the same spending. 3. Municipality certifies that it will comply with the provisions of the US Department of Treasury as outlined in the attached signed copies of (1) Award Terms and Conditions Agreement and (2) Assurances of Compliance with Civil Rights Requirements. 4. I am the representative of the municipality listed above who is authorized to execute this submission. 5. I attest that the municipality has complied with all the statements above; I attest that the information provided on this claim is true, accurate, and complete; and I attest that all known complaints and/or frauds have been fully disclosed in this filing.		
Certification		
<input type="checkbox"/> I certify the submission of this claim.		
<input type="button" value="Submit Audit Data"/>		

Answer each policy Name/Description - Does the municipality have a written program?

Policy Name/ Description	
Accounting and Financial Reporting to include month-end close procedures	<input type="radio"/> Yes <input type="radio"/> No
Vendor approval and set up	<input type="radio"/> Yes <input type="radio"/> No
Vendor maintenance and updates	<input type="radio"/> Yes <input type="radio"/> No
Invoice approval authority	<input type="radio"/> Yes <input type="radio"/> No
Check signing and wire disbursement authority	<input type="radio"/> Yes <input type="radio"/> No
Payroll approval and processing	<input type="radio"/> Yes <input type="radio"/> No
Overtime policy	<input type="radio"/> Yes <input type="radio"/> No
Comp/Vacation policy	<input type="radio"/> Yes <input type="radio"/> No
Bonus policy	<input type="radio"/> Yes <input type="radio"/> No
Any other type of leave/pay policy	<input type="radio"/> Yes <input type="radio"/> No
Federal and State grants management and compliance	<input type="radio"/> Yes <input type="radio"/> No
Conflict of interest policy	<input type="radio"/> Yes <input type="radio"/> No
Policy on ethical sign-offs	<input type="radio"/> Yes <input type="radio"/> No
Controls to prevent fraud and detect fraud	<input type="radio"/> Yes <input type="radio"/> No

### Completed Responses

Policy Name/ Description	
Accounting and Financial Reporting to include month-end close procedures	<input checked="" type="radio"/> Yes <input type="radio"/> No
Vendor approval and set up	<input checked="" type="radio"/> Yes <input type="radio"/> No
Vendor maintenance and updates	<input type="radio"/> Yes <input checked="" type="radio"/> No
Invoice approval authority	<input checked="" type="radio"/> Yes <input type="radio"/> No
Check signing and wire disbursement authority	<input checked="" type="radio"/> Yes <input type="radio"/> No
Payroll approval and processing	<input checked="" type="radio"/> Yes <input type="radio"/> No
Overtime policy	<input checked="" type="radio"/> Yes <input type="radio"/> No
Comp/Vacation policy	<input checked="" type="radio"/> Yes <input type="radio"/> No
Bonus policy	<input checked="" type="radio"/> Yes <input type="radio"/> No
Any other type of leave/pay policy	<input type="radio"/> Yes <input checked="" type="radio"/> No
Federal and State grants management and compliance	<input checked="" type="radio"/> Yes <input type="radio"/> No
Conflict of interest policy	<input checked="" type="radio"/> Yes <input type="radio"/> No
Policy on ethical sign-offs	<input checked="" type="radio"/> Yes <input type="radio"/> No
Controls to prevent fraud and detect fraud	<input checked="" type="radio"/> Yes <input type="radio"/> No

Upload required documents – **PDF files only**

- FEMA Document – This must be the FEMA Approval Letter
- Invoice Transactional Detail - This must be from your municipalities Financial Management System (i.e.: MUNIS check register)
- Payroll Transactional Detail - This must be from your municipalities Financial Management System or payroll company

No additional documents or invoices are to be included or uploaded.

Document Uploads		
FEMA Document (If FEMA was used)	<input type="button" value="Choose File"/>	No file chosen
Invoice Transactional Detail	<input type="button" value="Choose File"/>	No file chosen
Payroll Transactional Detail	<input type="button" value="Choose File"/>	No file chosen

Click “Choose File”

Document Uploads		
FEMA Document (If FEMA was used)	<input type="button" value="Choose File"/>	No file chosen
Invoice Transactional Detail	<input type="button" value="Choose File"/>	No file chosen
Payroll Transactional Detail	<input type="button" value="Choose File"/>	No file chosen

The file name will appear when properly uploaded:

Document Uploads		
FEMA Document (If FEMA was used)	<input type="button" value="Choose File"/>	No file chosen
Invoice Transactional Detail	<input type="button" value="Choose File"/>	Transaction...t Andover.pdf
Payroll Transactional Detail	<input type="button" value="Choose File"/>	No file chosen

Once you have uploaded the required documentation, you need to certify your submission.

Submission Certification
<ol style="list-style-type: none"><li>1. The municipality is entitled to allocation pursuant to the American Rescue Plan Act of 2021 – Coronavirus Local Fiscal Recovery Fund and the State of Connecticut Coronavirus Relief Fund (CRF) Municipal Program.</li><li>2. Municipality understands that Federal dollars cannot under any circumstance be claimed twice for the same spending.</li><li>3. Municipality certifies that it will comply with the provisions of the US Department of Treasury as outlined in the attached signed copies of (1) Award Terms and Conditions Agreement and (2) Assurances of Compliance with Civil Rights Requirements.</li><li>4. I am the representative of the municipality listed above who is authorized to execute this submission.</li><li>5. I attest that the municipality has complied with all the statements above, I attest that the information provided on this claim is true, accurate, and complete, and I attest that all known complaints and/or frauds have been fully disclosed in this filing.</li></ol>

Click the box to certify

<input checked="" type="checkbox"/> <b>I certify the submission of this claim.</b>
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Click “Submit Audit Data”

<b>Submit Audit Data</b>
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The Home Screen will update showing the submission status and date.

CRF Audit Details
<b>Submission Status</b> Not Submitted
<b>Submission Date</b> N/A

You will receive a confirmation email for your records that your submission has been received.

**January 20, 2022 Portal Presentation  
and Instructions are posted at:  
[Municipal CRF Program \(ct.gov\)](https://www.ct.gov/opm)**