



**MUNICIPAL CRF PROGRAM PORTAL
CLAIM INSTRUCTIONS
JULY 1, 2020 - SEPTEMBER 30, 2021
CLAIM PERIOD
(CARES ACT FUNDING PERIOD DECEMBER 2020)**

MUST COMPLETE BY 5 PM FRIDAY OCTOBER 22nd

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

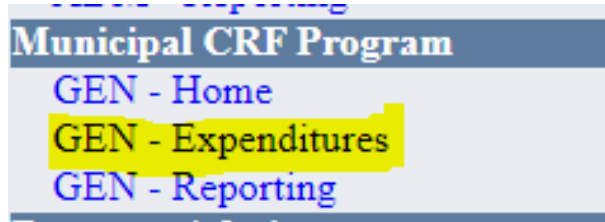
- <https://opmportal.opm.ct.gov>
- Sign into the portal:
 - Enter Username – email address
 - Enter Password
 - If you have forgotten your password, enter your Username and click “Reset Password”. An email will be sent with a temporary password.
- Verify your information is correct and edit as necessary

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-Expenditures



Select your municipality under "Select Town":

Municipal Parameters	
Municipal	Reporting Period
Select Town	July 1, 2020 through September 30, 2021
View Data	

Municipal Parameters	
Municipal	Reporting Period
0001: Andover	July 1, 2020 through September 30, 2021
View Data	

Reporting Period is self-populated:

Municipal Parameters	
Municipal	Reporting Period
0001: Andover	July 1, 2020 through September 30, 2021
View Data	

Click "View Data":

Municipal Parameters	
Municipal	Reporting Period
0001: Andover	July 1, 2020 through September 30, 2021
View Data	

This is your municipality reporting screen:

Municipal Parameters		
Municipal	Reporting Period	
0001: Andover	July 1, 2020 through September 30, 2021	View Data

Expenditures For Reporting Period	
Total CRF Municipal Amount	\$24,648.00
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$24,648.00
Reporting Period Submission Status	Not Submitted Submit To OPM
Expenditure Categories	
Cleaning / Disinfection of Public Buildings	\$0.00
Cleaning Supplies	\$0.00
Education	\$0.00
Enforcement of Executive Orders	\$0.00
Equipment (IT, Teleworking, Etc.)	\$0.00
Food Programs	\$0.00
Hazard Pay	\$0.00
Legal Fees	\$0.00
Local Health Department	\$0.00
Non-Congregate Sheltering	\$0.00
Office Modifications (Signs, Shields, Etc.)	\$0.00
Other	\$0.00
Overtime Related To Response	\$0.00
Postage	\$0.00
PPE (Masks, Gloves, Etc.)	\$0.00
Public Health Personnel Costs	\$0.00
Public Safety Personnel Costs	\$0.00
Testing	\$0.00
Training	\$0.00
Vaccination	\$0.00
Update	

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

Municipal Parameters		
Municipal	Reporting Period	
0001: Andover	July 1, 2020 through September 30, 2021	View Data

Expenditures For Reporting Period	
Total CRF Municipal Amount	\$24,648.00
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Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$24,648.00
Reporting Period Submission Status	Not Submitted Submit To OPM

Enter the total amount under each expenditure:

Exenditure Categories	
Cleaning / Disinfection of Public Buildings	\$0.00
Cleaning Supplies	\$0.00
Education	\$0.00
Enforcement of Executive Orders	\$0.00
Equipment (IT, Teleworking, Etc.)	\$0.00
Food Programs	\$0.00
Hazard Pay	\$0.00
Legal Fees	\$0.00
Local Health Department	\$0.00
Non-Congregate Sheltering	\$0.00
Office Modifications (Signs, Shields, Etc.)	\$0.00
Other	\$0.00
Overtime Related To Response	\$0.00
Postage	\$0.00
PPE (Masks, Gloves, Etc.)	\$0.00
Public Health Personnel Costs	\$0.00
Public Safety Personnel Costs	\$0.00
Testing	\$0.00
Training	\$0.00
Vaccination	\$0.00

After entering totals, click "Update" to save at any time.

Expenditures For Reporting Period	
Total CRF Municipal Amount	\$24,648.00
Total Expenditures	\$23,648.00
Total Expenditures For Reporting Period	\$23,648.00
Total Unreported Expenditures	\$1,000.00
Reporting Period Submission Status	Not Submitted Submit To OPM
Expenditure Categories	
Cleaning / Disinfection of Public Buildings	\$5,000.00
Cleaning Supplies	\$648.00
Education	\$0.00
Enforcement of Executive Orders	\$0.00
Equipment (IT, Teleworking, Etc.)	\$6,500.00
Food Programs	\$0.00
Hazard Pay	\$0.00
Legal Fees	\$0.00
Local Health Department	\$0.00
Non-Congregate Sheltering	\$0.00
Office Modifications (Signs, Shields, Etc.)	\$485.00
Other	\$0.00
Overtime Related To Response	\$0.00
Postage	\$0.00
PPE (Masks, Gloves, Etc.)	\$0.00
Public Health Personnel Costs	\$0.00
Public Safety Personnel Costs	\$3,850.00
Testing	\$7,165.00
Training	\$0.00
Vaccination	\$0.00
Update	

Categories that will require Excel spreadsheet document upload:

- Cleaning / Disinfection of Public Buildings
 - Cleaning Supplies
 - Education
 - Enforcement of Executive Orders
 - Equipment (IT, Teleworking, Etc.)
 - Food Programs
 - Hazard Pay**
 - Legal Fees
 - Local Health Department
 - Non-Congregate Sheltering
 - Office Modifications (Signs, Shields, Etc.)
 - Other**
 - Overtime Related To Response**
 - Postage
 - PPE (Masks, Gloves, Etc.)
 - Public Health Personnel Costs**
 - Public Safety Personnel Costs**
 - Testing
 - Training
 - Vaccination

This will subtract the expenses off your Total CRF Municipal Amount, and show any remaining balance

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Total Unreported Expenditures	\$1,000.00
Reporting Period Submission Status	Not Submitted Submit To OPM

There will be a final reporting period for any municipality with unreported expenditures for the period October 1 – December 31, 2021 in January 2022.

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

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Expenditures For Reporting Period	
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Total Unreported Expenditures	\$1,000.00
Reporting Period Submission Status	Not Submitted Submit To OPM

You will then see the Town Submission and Submission Certification Page:

Municipal Parameters	
Municipal	Reporting Period
0001: Andover	July 1, 2020 through September 30, 2021

Town Submission	
Total CRF Municipal Amount	\$24,648.00
Total Expenditure Reported For Period	\$23,648.00
Total Amount Not Expended After Submission	\$1,000.00
Required Documentation (Download Template For Payroll)	<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 information provided on this claim is true, accurate and complete.	

Certification	
<input type="checkbox"/> I certify the submission of this claim.	
<input type="button" value="Submit Expenditure Information"/>	

If you have entered expenses in the other or any payroll category, you will be required to upload an Excel spreadsheet document. The portal will alert you and also have the template available.

Click "Choose File" and attach your Excel file.

Only Excel files are permitted. Do not PDF the files.

Municipal Parameters	
Municipal	Reporting Period
0001: Andover	July 1, 2020 through September 30, 2021
View Data	

Town Submission	
Total CRF Municipal Amount	\$24,648.00
Total Expenditure Reported For Period	\$23,648.00
Total Amount Not Expended After Submission	\$1,000.00
Required Documentation (Download Template For Payroll)	<input type="button" value="Choose File"/> No file chosen

The file name will appear when properly uploaded:

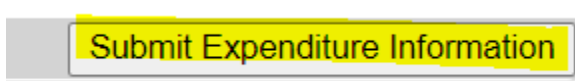
Town Submission	
Total CRF Municipal Amount	\$24,648.00
Total Expenditure Reported For Period	\$23,648.00
Total Amount Not Expended After Submission	\$1,000.00
Required Documentation (Download Template For Payroll)	<input type="button" value="Choose File"/> Muni CRF Program Payroll Audit Form.xlsx

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

Submission Certification
<ol style="list-style-type: none">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 information provided on this claim is true, accurate and complete.
Certification
<input type="checkbox"/> I certify the submission of this claim.

<input checked="" type="checkbox"/> I certify the submission of this claim.

Click "Submit Expenditure Information":



Municipal Parameters		
Municipal	Reporting Period	
0001: Andover	July 1, 2020 through September 30, 2021	View Data

Expenditures For Reporting Period	
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Total Expenditures	\$23,648.00
Total Expenditures For Reporting Period	\$23,648.00
Total Unreported Expenditures	\$1,000.00
Reporting Period Submission Status	Submitted on 9/30/2021
Expenditure Categories	
Cleaning / Disinfection of Public Buildings	\$5,000.00
Cleaning Supplies	\$648.00
Education	\$0.00
Enforcement of Executive Orders	\$0.00
Equipment (IT, Teleworking, Etc.)	\$6,500.00
Food Programs	\$0.00
Hazard Pay	\$0.00
Legal Fees	\$0.00
Local Health Department	\$0.00
Non-Congregate Sheltering	\$0.00
Office Modifications (Signs, Shields, Etc.)	\$485.00
Other	\$0.00
Overtime Related To Response	\$0.00
Postage	\$0.00
PPE (Masks, Gloves, Etc.)	\$0.00
Public Health Personnel Costs	\$0.00
Public Safety Personnel Costs	\$3,850.00
Testing	\$7,165.00
Training	\$0.00
Vaccination	\$0.00

You will receive a confirmation email for your records.

DOCUMENT UPLOADS:

Reporting Categories requiring Excel spreadsheet document:

- Hazard Pay*
- Overtime related to response*
- Public Health Personnel Costs*
- Public Safety Personnel Costs*
- Other - **Required upload of Excel spreadsheet document**

Payroll Related - Required upload of Excel spreadsheet document:

- Category (drop down menu)
- Name of employee
- Title of employee
- Type: Overtime or Regular Pay (drop down menu)
- Total Hours
- Wages

A	B	C	D	E	F
CATEGORY	EMPLOYEE NAME	EMPLOYEE TITLE	TYPE	TOTAL HOURS	WAGES
<i>Overtime Related to Response</i>	<i>Joe Smith</i>	<i>Public Works Director</i>	<i>Overtime</i>	<i>25.25</i>	<i>\$ 10,252.23</i>

Other - Required upload of Excel spreadsheet document

The majority of expenses should fit into the designated categories. Please be very specific on the purpose and that it meets the COVID-19 eligibility requirements. Items reported under Other will be reviewed and audited. Additional information or clarification will be requested if needed.

A	B	C	D
ITEM	PURPOSE	VENDOR NAME	COST
<i>Paper Bags</i>	<i>Library book pick up / social distance</i>	<i>ABC Company</i>	<i>\$ 25.25</i>