



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Intergovernmental Policy and Planning Division

June 2, 2021

To: Chief Executive Officials
Authorized Municipal Representatives

From: Martin L. Heft, Undersecretary, Intergovernmental

RE: **Non-Entitlement Units and County Pass Through
Coronavirus Local Fiscal Recovery Fund/American Rescue Plan Act of 2021**

The Office of Policy and Management (OPM) has received from the US Department of Treasury allocation information and guidance for distributing funds to non-entitlement units of local government (NEUs) and counties. Additionally, a NEU checklist for requesting payment has been provided and summarized herein.

Funding will be distributed in two tranches – 50% now, and 50% next year. Within 30 days of when the state receives payment from the US Department of Treasury, OPM will process NEU and county allocations.

A town-by-town allocation listing is enclosed. Distribution amounts are determined based on the methodology and formula provided by the US Department of Treasury.

As with the Municipal CRF Program funds, special-purpose units (i.e. fire, water, sewer districts) will need to work with their local municipality directly. Per US Department of Treasury guidance, the local municipality may transfer funds to a special-purpose unit at the municipality's discretion.

Preparing to Request Funding

There are a few steps you can take now to prepare for your municipalities request:

✓ Gather your local government's payment information:

- Local government name, Entity's Taxpayer Identification Number, DUNS number, and address
- Authorized representative name, title, and email
- Contact person name, title, phone, and email
- Financial institution information (e.g., routing and account number, financial institution name and contact information)

- ✓ Your local government's top-line Fiscal Year 20-21 budget total (defined as your local government's total annual operating budget, including the general fund and other funds, in effect as of January 27, 2020)
- ✓ Review award terms and conditions agreement (attached)
- ✓ Review assurances of compliance with Title VI of the Civil Rights Act of 1964 (attached)

Disbursement of Funds

Municipalities, through their COVID Portal contact, will complete the web-based reimbursement and certification process similar to the Municipal CRF Program.

NEU and county distribution claims must be submitted no later than 5:00 PM Wednesday, June 9, 2021. Once OPM has reviewed and verified the certification, payment will be processed approximately within two weeks. Portal instructions will be sent separately.

Required signed documents for upload:

- ✓ Award terms and conditions agreement
- ✓ Assurances of compliance with Title VI of the Civil Rights Act of 1964

Post Submission

After submitting your request for funding to your state, please retain the documents and information for your first report. Additional reporting instructions should be forthcoming from Treasury. If your local government is not registered in SAM.gov, please do so as soon as possible after receiving the award.

You will be asked for the following information in your first report to Treasury, among others:

- ✓ NEU Recipient Number (a unique identification code for each NEU assigned by the state to the NEU as part of the request for funding)
- ✓ Copy of signed award terms and conditions agreement
- ✓ Copy of signed assurances of compliance with Title VI of the Civil Rights Act of 1964
- ✓ Copy of actual budget documents validating the top-line budget total provided to the state as part of the request for funding

For questions, guidance and additional information, please visit [Municipal CRF Program \(ct.gov\)](https://www.ct.gov/opm). Thank you for your continued cooperation as we work together to protect the interests of all our residents.