



RHODE
ISLAND

ARPA CORONAVIRUS CAPITAL PROJECTS FUND

Community Learning Center Municipal Grant

08.2024 Monthly Update Call

CPF Community Learning Center Municipal Grant Update

\$81.7 million – CPF Community Learning Center Municipal Grant program.

- **23 CPF CLC projects approved for subaward - 20 agreements signed**
- **To request CPF CLC funds: [How to Submit an Advance Payment Request – YouTube](#)**
- **6 subrecipients requested and received \$2,080,956.83 since May 2024.**
- **3 subrecipients are returning \$1.6 million due to low rate of spend.**
- **Payment request must comply with Appendix VIII and the Cash Management Improvement Act.**

CPF Community Learning Center Municipal Grant

SECOND AND ALL SUBSEQUENT FUNDING REQUESTS

- Please upload most recent transaction log along with each funding request.
- Each invoice should be accompanied by evidence of payment – crossed cheques, transaction statement, etc. Please upload each invoice and its associated documents as one file.
- PRO requires subrecipients to name the attachment of each paid invoice consistent with the naming convention recommended for the transaction logs:

200XX-YYYY-ZZZZ

(subaward number-contract number-invoice ID)

CPF Community Learning Center Municipal Grant

INVOICE ATTACHMENT

[Your Company Name]
[Your Company Slogan]
[Street Address]
[City, ST ZIP Code]
Phone [(111) 123-1234] Fax [(111) 123-1235]

TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

FOR:
[Project or service description]
[P.O. #]

DESCRIPTION	HOURS	RATE	AMOUNT
Architectural Design – Phase I			\$60,000.00
TOTAL			\$60,000.00

Date	Details	L.F.	Dr.	Cr.
			\$	\$
			15,000	
				15,000
			15,000	
				15,000
			14,550	
			450	
				15,000
	(Bill discounted @ 12% p.a.)			
	Bill Payable Account		15,000	
	Cash Account			15,000
	(Bill Met)			

200XX-YYYY-7777

(subaward number-contract number-invoice ID)

CPF Community Learning Center Municipal Grant Update

UPCOMING DATES / DEADLINES

- **August – September 2024:** On-site and Desk reviews. Doodle link sent 2 weeks ago.
- **September 30, 2024:** 1st Subrecipient Monitoring task due
- **October 8, 2024:** Transaction Log and Quarterly Project Update
- **October 16, 2024:** Subrecipient Details form (for new subawardees only)
- **October 31, 2024 :** Capital project scope, schedule of work, budget, and project timeline due to PRO. (early submissions are encouraged and appreciated)

CPF Community Learning Center Municipal Grant Update

UPCOMING DATES / DEADLINES

- **November 2024** : PRO will review project scope and prepares subaward amendment for final grant amount no greater than the fourth allocation.
- **December 2024** : PRO will initiate subaward amendment to reflect new grant amounts.
- **December 20, 2024**: One time deliverable due – report on data/evidence justifying the critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency. PRO will share template next month.

CPF CLC – On-site & Desk Reviews

PRO is conducting CPF CLC Reviews for Q3 2024

- Please secure your spot for the appropriate review.
 - On-site review: <https://doodle.com/meeting/participate/id/ejO7K1ya>
 - Desk review: <https://doodle.com/meeting/participate/id/b21zYrza>
- An agenda will be sent through eCivis ahead of time. Topics include:
 - Scope of Work
 - Milestone Schedule
 - Expenditure Update
 - Community Engagement
- At the on-site review PRO will need to photograph the asset funded by the CPF CLC municipal grant.

CPF CLC – Subrecipient Monitoring Task

1st Subrecipient monitoring task is due back to PRO by September 30, 2024.

This task will be sent through eCivis. Please ensure there are multiple people assigned to your grant in eCivis

Question: Please provide a narrative explanation as well as documentation that demonstrates how you comply with Section 1.10 Financial Management Standards of your subaward agreement.

Response Guidance: Provide a narrative response for each of the subsections – A, B, C thru G that describes how the organizational structure, policies, and processes in your municipality enable you to comply with each requirement. Upload documentation for each response.

For instance: Under “1.10.D. Internal Control” -
Narrative text may describe how the grant funds/ management is overseen by the municipal fiscal staff, how expenses are verified, and what processes are followed to ensure that grant funds are spent on allowable expenses only.
Documentation may include a copy of the municipality’s financial management policies that apply to the management of grant funds; or an org chart of the CPF grant management team that highlights roles and responsibilities as they pertain to section 1.10.D; or other relevant documents.

CPF CLC – Capital Project Scope Deliverable 10/31/2024

SCOPE

- Scope of work must include a Schedule of Values (SoV). Please adhere to industry standards when developing this component of the deliverable.

BUDGET

- PRO will provide a walk-thru of a standardized capital project budget template. Please use this template to develop your budgets for the 10/31/2024 submittal.
- This updated budget must reflect the portion of the fourth CPF CLC allocation that the subrecipient intends to use towards the CLC project.

SCHEDULE

- PRO strongly encourages the use of Gantt charts to develop and submit the capital project schedule for the 10/31/2024 submittal. Please adhere to industry standards when developing this component of the deliverable.

CPF CLC – Scope, Budget, Schedule

Walk-thru of the budget template

If you have any questions or need assistance when you're filling out your updated budget,
please feel free to reach out to Jon Noble on the PRO CPF team at

jonathan.noble@doa.ri.gov

CPF CLC FAQs

PRO guidance on frequently asked questions

Q. Can we change our project or project location?

A. The CPF Community Learning Center location cannot be changed at this point. Subrecipients may modify the scope to further clarify the project as described to PRO during the application stages. Significant alterations to the project scope are discouraged. After the October 31, 2024, deadline, any modifications will require written PRO approval.

CPF CLC FAQs

PRO guidance on frequently asked questions

- Q. Are there any chances for another allocation or supplemental funding if the cost of our total project increases?
- A. CPF allocation is capped at the max funding needed discussed at the CPF budget check-in meeting PRO had with each subrecipient CLC project team in June 2024. At this point, future allocations of CPF funds are unlikely to exceed that amount. For the deliverable due by October 31, 2024, subrecipients can modify the scope of the CLC project funded by CPF funds to include additional scope of work and adjusting the previous budget to reflect which existing costs will be replaced by the new ones.
- After the scope is submitted, such modifications will require written PRO approval.

CPF CLC FAQs

PRO guidance on frequently asked questions

Q. Do all services and goods need to be procured through an RFP?

A. All goods and services paid for with CPF funds must be procured in accordance with local/state or federal procurement regulations as noted in the subaward agreement. Any entity who is paid using CPF funds directly by the subrecipient must be competitively procured. If the subrecipient awards the CPF funds to another entity for the purposes of implementing the project, then any entity paid by that subawardee using CPF funds must be competitively procured.

Example:

- Town A brings on a design consultant to work on the CPF project, to whom the Town will make payments using the CPF funds. That design consultant must be competitively procured.
- Town A acts as a pass thru entity awarding the CPF funds to “X” organization who brings on a design consultant that will be paid using the CPF funds. In this scenario ‘X’ is not receiving payment for implementing the project but is acting on behalf of the Town. Here also the consultant must be competitively procured.

CPF CLC FAQs

PRO guidance on frequently asked questions

- Q. Do I need to identify the CPF CLC grant on solicitations for goods and services for the Community Learning Center project?
- A. If the goods and services are being paid with CPF CLC municipal grant funds, subrecipients should include the following language in the solicitation and contract documents:

“This project [is being] [was] supported, in whole or in part, by federal award number **CPFFN00169** awarded to [name of Recipient] by the U.S. Department of Treasury.”

This language can also be found on page 5 of Appendix IV_CPF Terms and Conditions in your subaward agreement materials.

COMMUNITY LEARNING CENTER MUNICIPAL GRANT

QUESTIONS / DISCUSSION

Please reach out to

Sagree Sharma, CPF Administrator,
sagree.sharma@doa.ri.gov (401) 330-7425



KEY GRANT RULES

GRANT AMOUNT: \$81.7 MILLION

- Eligible uses: acquisition, construction, and/or renovation of capital asset
- Community Learning Center Municipal Grant can only be used to pay for capital expenses.
- All construction must be complete, and all costs incurred by **31st October 2026**.
- Programs that directly and jointly enable work, education, and health monitoring must be operational by **31st December 2026** and must remain operational for at least 5 years post-completion.
- Advance payments shall be made every quarter. All payments after the first will be transferred upon demonstration that 80% of previously received funds have been expended.
- Grantees must comply with U.S. Treasury regulations pertaining to labor and procurement.



THANK YOU

**RHODE
ISLAND**