



RHODE  
ISLAND

# **ARPA CORONAVIRUS CAPITAL PROJECTS FUND**

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## Community Learning Center Municipal Grant

09.2024 Monthly Update Call

# CPF Community Learning Center Municipal Grant Update

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

- **22 agreements signed with 19 municipalities. All approved projects subawarded.**
- **11 projects in 9 municipalities have expended \$831,026.42.**
- **Only 8 projects in 7 municipalities have requested CPF CLC funds.**
- **PRO recommends expediting vendor engagement and spending.**
- **To request CPF CLC funds: [How to Submit an Advance Payment Request – YouTube](#).**
- **Payment request must comply with Appendix VIII and the Cash Management Improvement Act.**

# CPF Community Learning Center Municipal Grant

## CPF FUNDING REQUESTS

- PRO recommendation: Require CPF CLC vendors to invoice monthly. Put this requirement into the vendor contract to ensure compliance.
- As soon as the month's invoices are received, and approved for payment, subrecipients should enter a request for funding into eCivis.
- PRO strives to review all payment requests within 2-3 days of receiving them.
- Once PRO approves a request, payments can go out as quickly as 1 week and no later than 2 weeks.
- CPF funds should become available to subrecipients before their invoice payments are due.

# CPF Community Learning Center Municipal Grant

## CPF FUNDING REQUESTS

- Please upload most recent transaction log along with each funding request.
- Each invoice should be accompanied by evidence of payment – cancelled cheques, transaction statement, billing detail, etc. Please upload each invoice and its supporting 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-YYYY

(subaward number-contract number-invoice ID)

# CPF Community Learning Center Municipal Grant Update

## UPCOMING DATES / DEADLINES

- 9/30/24: Financial Management Monitoring Task - Due in eCivis
- 10/8/24: Transaction Logs for invoices paid through September - Due by email to PRO
- 10/8/24: Quarterly Project and Expenditure report - Templates to be sent out to subrecipients before the end of the month - Due by email to PRO
- 10/31/24: Capital project scope, schedule of work, budget and project timeline - Due in eCivis
- 11/7/24: Transaction Logs for invoices paid through October - Due by email to PRO
- 12/5/24: Transaction Logs for invoices paid through November - Due by email to PRO
- 12/20/24: Data & Evidence Monitoring Task - Due in eCivis

# CPF Community Learning Center Municipal Grant Update

## COMPLIANCE & MONITORING

- U.S. Treasury is preparing to issue guidance on subrecipient monitoring requirements and their review of the prime recipients' (States') management of CPF funds.
- Appendix III & Monthly Update slides provide all upcoming deadlines and deliverables.
- Grant “owner” in eCivis should receive notifications of monitoring tasks issued by PRO.
- Subrecipients are **required** to provide all regularly scheduled and ad-hoc reports to PRO on time.
- Non-compliance with the terms of the subaward agreement may result in forfeiture of grant funds.
- PRO may require a non-complaint subrecipient to develop a corrective action plan that can ensure future compliance.
- Corrective action plans must be SMART (Specific, Measurable, Achievable, Relevant, Time-bound) and must include a regular update (at least bi-weekly) provided to PRO through an eCivis task.

# CPF CLC – On-site & Desk Reviews

**EACH QUARTER, PRO WILL CONDUCT ON-SITE & DESK REVIEWS OF CPF CLC SUBRECIPIENTS.**

**REVIEW TYPE WILL ALTERNATE EACH QUARTER FOR EACH SUBRECIPIENT.**

- Please plan ahead to ensure that your CPF CLC teams are available and prepared for the upcoming review.
- Please secure your spot for the appropriate review by responding on the doodle link.
- Only select one slot after ensuring that the time works for everyone on your team.
- If none of the times offered work for you, please contact [christine.miller@doa.ri.gov](mailto:christine.miller@doa.ri.gov)
- At the on-site review PRO will need to photograph the asset funded by the CPF grant.
- An agenda will be sent through eCivis ahead of time.
- Please complete the eCivis task related to the review within 7-days of the meeting.

# CPF CLC – Data & Evidence Task

## DATA / EVIDENCE JUSTIFYING THE CRITICAL NEED THAT RESULTED FROM OR WAS MADE APPARENT OR EXACERBATED BY THE COVID-19 PUBLIC HEALTH EMERGENCY

- At the October Monthly Update call, PRO will demonstrate a template for the Data/Evidence deliverable.
- One-time exercise for which PRO has provided feedback during the kick-off meetings and in Appendix V. If more guidance is required, please reach out to [sagree.sharma@doa.ri.gov](mailto:sagree.sharma@doa.ri.gov). Early outreach is strongly recommended. The deliverable is due on 12/20/2024. No extensions will be provided.

# CPF CLC – Community Engagement

**U.S. Treasury required grass-roots and comprehensive community engagement throughout the period of performance as an eligibility criteria to receive CPF funds.**

- Evidence of community engagement efforts will be collected through an eCivis monitoring task. Evidence would include digital copies of all flyers, handouts, links to websites and social media posts, meeting notes, etc.
  - Community Engagement must use multiple channels and strategies to gather feedback/information.
  - When considering Diversity, think in terms of age, race, gender, social, and economic diversity among others as applicable to your target community.
  - Examples of current outreach: surveys, email blasts, newsletters, paper flyers, focus groups, town hall meetings, tabling at community events, etc.
  - PRO Recommendation - take advantage of events that the community members are already attending (i.e. seasonal festivals, events, farmers' markets, parades, etc.)
  - Strategies will not be judged on the amount of engagement received but rather on their quality and consistency.

# COMMUNITY LEARNING CENTER MUNICIPAL GRANT

## QUESTIONS / DISCUSSION

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Please reach out to

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



# KEY GRANT RULES

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## 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 **31<sup>st</sup> October 2026**.
- Programs that directly and jointly enable work, education, and health monitoring must be operational by **31<sup>st</sup> 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

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