



RHODE  
ISLAND

# **ARPA CORONAVIRUS CAPITAL PROJECTS FUND**

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Community Learning Center Municipal Grant

10.2024 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.**
- **10 projects in 9 municipalities have requested and received \$2,339,751 to date.**
- **4 projects in 3 municipalities returned \$1,610,135 to maintain CMIA compliance.**
- **\$729,616 of \$81,720,129 retained by subrecipients (<1%).**
- **13 projects in 12 municipalities have expended \$1,073,070.**
- **All construction must be complete, and all costs incurred by October 31, 2026.**
- **All CPF funds must be expended by December 31, 2026.**

# CPF Community Learning Center Municipal Grant


## CPF FUNDING REQUESTS

- The first funding request does not require any supporting documentation.
  - **DO NOT** submit invoices with this request.
  - **DO** verify that the amount requested is equal to/less than what is indicated on Appendix VIII.
  - **DO** confirm that you are able to spend the funds requested within 90 days of receipt.

### EXAMPLE:

Anytown’s Appendix VIII shows:

2024				2025				2026			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
\$100	\$200	\$300	\$400	\$200	\$400	\$600	\$800	\$300	\$600	\$900	\$1200



1<sup>st</sup> Funding Request

- =/<\$1000 is OK to request.
- >\$1000 requires PRO approval.

# CPF Community Learning Center Municipal Grant

## CPF FUNDING REQUESTS

- For the second funding request, subrecipients are required to upload:
  - The most recent transaction log
  - All invoices paid with the funds received from the first funding request.

Each invoice needs its own back up documentation uploaded as a pdf with a file name that is the same as Column H of the transaction log

### EXAMPLE:

Anytown’s 2<sup>nd</sup> funding request

2024				2025				2026			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
\$100	\$200	\$300	\$400	\$200	\$400	\$600	\$800	\$300	\$600	\$900	\$1200

↑ 2<sup>nd</sup> Funding Request

- Min. \$800 worth of invoices
- Each invoice + cancelled check + backup = unique attachment

# CPF Community Learning Center Municipal Grant

## CPF FUNDING REQUESTS

- For the third funding request, subrecipients are required to upload:
  - The most recent transaction log
  - All invoices paid since the last request was made i.e all invoices reported on the most recent transaction log that have not already been shared with PRO with the second request.
- Each invoice needs its own back up documentation uploaded as a pdf with a file name that is the same as Column H in the transaction log
- This continues for all funding requests from here on so each request must accompany back up documentation for payments since the last request.

# CPF Community Learning Center Municipal Grant

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## CPF FUNDING REQUESTS

- The backup documentation must include:
  - Invoice
  - Cancelled check, ACH wire confirmation, or other proof of payment being received by vendor/payee
  - Billing backup

(If the same payment includes multiple invoices, please upload separate file for each invoice that contains each invoice and the same cheque/ proof of payment)

# CPF Community Learning Center Municipal Grant

## GRANT MANAGEMENT BEST PRACTICES

- Check eCivis weekly:
  - [How to Submit an Advance Payment Request - YouTube](#)
  - Recordings of eCivis training: [Resources for Applicants & Subrecipients - Rhode Island Grants Management \(ri.gov\)](#)
  - Instructions on accepting an award: <https://controller.admin.ri.gov/sites/g/files/xkgbur621/files/2024-01/How%20to%20Accept%20an%20Award%20in%20eCivis%20Portal.pdf>
  - eCivis helpdesk: <https://controller.admin.ri.gov/grants-management/user-support> - Please use this link for all eCivis related issues.
  - [Subrecipient Post Award Guide](#)
  - Link to sign up for future eCivis trainings: <https://controller.admin.ri.gov/grants-management/training/upcoming-training>
- Project team meetings = minimum once per 2 weeks.
- Forecast team availability for reviews and reporting deliverables for upcoming months.
- Designate team members to attend monthly update calls and report back to CLC team.

# CPF Community Learning Center Municipal Grant Update

## PLEASE REVIEW GUIDANCE MATERIALS TO ENSURE GRANT PROGRAM COMPLIANCE

- CPF CLC subaward agreement (including 9 appendices + 1 addendum)
  - Appendix I: Attestation
  - Appendix II: Subaward Identification Information
  - *Appendix III: Reporting Schedule*
  - *Appendix IV: Award Terms and Conditions*
  - Appendix V: Special Terms and Conditions
  - Appendix VI: Subaward Scope of Work
  - Appendix VII: Subaward Budget
  - Appendix VIII: Payment Schedule
  - Appendix IX: Project Milestones
  - *General Conditions – Addendum A, General Insurance Requirements*



# CPF Community Learning Center Municipal Grant Update

## PLEASE REVIEW GUIDANCE MATERIALS TO ENSURE GRANT PROGRAM COMPLIANCE

- PRO slides and guidance documents for U.S. Treasury and State requirements and guidance.
  - 23\_08\_03\_PRO\_CPFannouncement
  - 2023\_08\_25.28\_CPF\_Grant Management Guidance
  - CPF\_Procurement tutorial 10\_13\_2023
  - Stage 2 Guidance
  - Monthly Update Slides – May thru September 2024
- 2CFR 200 - [eCFR :: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

# CPF Community Learning Center Municipal Grant Update

## UPCOMING DATES / DEADLINES

- **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**
- **1/9/25:** Transaction Logs for invoices paid through December - **Due by email to PRO**
- **1/9/25:** Q4 2024 P&E report - **Due by email to PRO**
- **2/6/25:** Transaction Logs for invoices paid through January – **Due by email to PRO**

# 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

- 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.
- Demonstrating a clear need for the proposed programming in the community center through findings from objective and reliable data is a qualifying condition of the CPF CLC municipal grant.
- PRO demonstration of template for the Data/Evidence deliverable.

# 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





# THANK YOU

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**RHODE  
ISLAND**

# 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.