



RHODE
ISLAND

ARPA CORONAVIRUS CAPITAL PROJECTS FUND

Community Learning Center Municipal Grant

06.2025 Monthly Update Call

CPF Monthly Update call

PRO uses this call to share important information regarding grant requirements and deadlines as well as any updates to U.S. Treasury's guidance.

ACTION ITEM:

- Please check-in by typing the name of your municipality in the chat.
- Nominate one primary and one back up team member to attend the monthly update calls.
- Review important updates with your CLC team.
- If you miss a call, please be sure to review the slides and recordings.

CPF Community Learning Center Municipal Grant Update

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

- **PRO has subawarded \$81.5 million to 18 municipalities for 21 projects.**
- **\$10.4 million received from U.S. Treasury for Community Learning Center program**
- **PRO has transferred \$11.5 million to 18 municipalities for 20 projects.**
- **\$11.1 million has been expended across all 21 projects.**
- **East Greenwich & Coventry hosted “groundbreaking” events in June.**

Timely Response Required

Several recurring delays and incomplete submittals are creating administrative challenges with the grant.

July is annual report month – no delays will be acceptable.

- **May-June site & desk reviews:** Several delays cause rescheduling on already packed PRO calendars.
- **August-September reviews:** These reviews will be compressed into a few weeks due to summer vacation schedules. Booking these early and providing information in time is critical to smooth grant administration. All members of project team must attend the reviews (A&E vendor, GC, CMAR, Programming Coordinator, etc)
- **July = reporting month:** The Project & Expenditure (P&E) report and the Annual report are due to the U.S. Treasury. The quarterly project update report is due to the Rhode Island General Assembly. PRO – CPF website will also be updated.
There can be no delays in providing PRO the information required for the successful completion and submittal of these reports.

Annual Report Requests

1. Community Engagement

2. Project Progress Pictures

- **Community Engagement:** if you have conducted 3 or more types of engagement activities (at separate times and places) and would like to be included in the CPF annual report, please provide a picture of each engagement activity along with a short blurb describing the engagement efforts for that activity.

Please provide a link to any dedicated CLC websites/webpages

- **Project Progress:** please share the latest project renderings and/or pictures of construction progress at the site of your CLC project.

Annual Report Requests

Project Description

- **Review:** Project description provided in quarterly report to PRO.
- **Write:** *<The Town of Anyville>* is part of *<Every County>* in the North/West/South/East of Rhode Island and has a population of *<9999999>*. The *<CLC Project Name>* is a renovation/new construction/extension in/on/near *<location descriptor>*. The *<\$00000>* funding from the ARPA CPF CLC municipal grant will support the creation of *<list building features, amenities, spaces>*. *<The Operating Entity>* plans to provide *<list programs and services>* at the CLC after the project achieves substantial completion currently targeted for *<date of construction end>*. *<Add more here if needed>*
- **Email:** Please provide this blurb along with any other report materials by June 30, 2025.

Please note: PRO may edit/revise/omit materials submitted for the report in the interest of accuracy and/or brevity.

State Grants Management System Update

The State is implementing a new Enterprise Resource Planning (ERP) system which will transition data from eCivis to the new system at the end of June.

- Please review all information in eCivis to ensure it is accurate.
- Check pending status of any financial activity reports / funding requests.
- No impact to non-financial tasks
- Confirm Annual Organization Registration (AOR) for 2025 and again in 2026 and 2027.
- No funding requests after June 20 and before July 5, 2025.

Subrecipients must submit funding requests for June by 2pm on 6/20

PRO Maintenance Break

August 8 - 17

- **Email and eCivis responses will be slow throughout the month of August.**
- **PRO is completely closed from August 8 to 17.**
- **Please plan to request funds for August prior to August 8. Any requests after that will be reviewed after the 17th.**

CPF CLC Grant Program - Closeout

U.S. Treasury has provided updated guidance that States should withhold 10% of CLC grant funds until all project closeout tasks are completed. PRO is previewing all closeout tasks at Q2 CY2025 desk & site reviews.

eCivis tasks for uploading closeout materials will open around August 1, 2025. Tasks include:

- Community Engagement
- Pre-Construction Documents
- Asset Ownership & Program Attestation
- Labor Law Compliance Documentation
- Certificate of Occupancy & Beneficial Use
- Procurement Documentation

Final closeout will include a financial reconciliation exercise to true-up budget and spend in eCivis

Upcoming Monitoring Tasks

Procurement

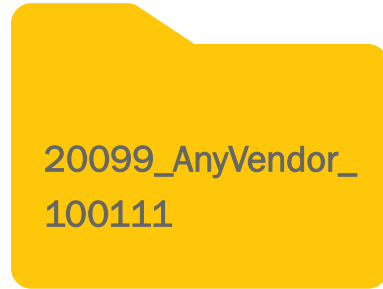
“Per 2 CFR 200.319, all procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and 2 CFR [200.320](#). All work performed and paid with CPF funding must be competitively procured unless a local ordinance allows otherwise.”

- Task will be due along with the review task for the next quarter – August & September
- eCivis task – upload documentation into the desk/site review task
- At the June monthly update call - PRO will provide a checklist and walk thru of documentation required
- PRO strongly advises that CLC subrecipients review the procurement requirements in the subaward agreement and begin collating materials that demonstrate the CLC project’s compliance.

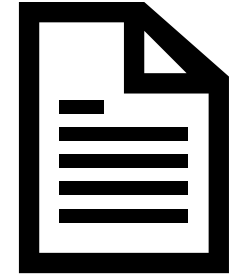
Upcoming Monitoring Tasks

Procurement – for each vendor on the vendor tab of your Transaction Log

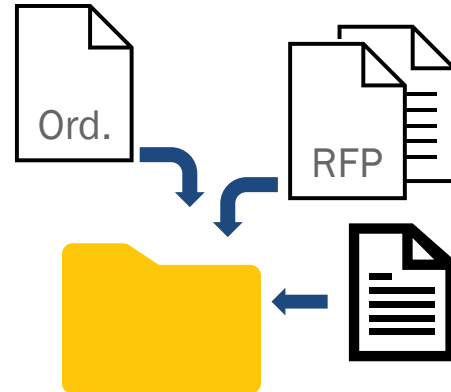
- **STEP 1: FOLDER**



- **STEP 2: CHECKLIST**



- **STEP 3: SAVE**



- **STEP 4: ZIP + UPLOAD**



Rinse & Repeat

CPF Community Learning Center Municipal Grant Update

UPCOMING DATES / DEADLINES

- 7/3/25: 2025 Annual Report Community Engagement - Due by email to PRO
- 7/8/25: Q2 2025 P&E Report – Due by email to PRO
- 7/8/25: Transaction Logs for invoices paid through June – Due by email to PRO
- 8/7/25: Transaction Logs for invoices paid through July – Due by email to PRO
- August 2025 – Closeout Tasks will be opened in eCivis. Deadlines are spread out across 2025 and 2026. Early submissions are welcome.
- 9/8/25: Transaction Logs for invoices paid through August – Due by email to PRO
- **Reminder: Payment Forecasts are due the last Wednesday of every month.**

COMMUNITY LEARNING CENTER MUNICIPAL GRANT

QUESTIONS / DISCUSSION

Please reach out to

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

