



**RHODE  
ISLAND**

# **RHODE ISLAND CAPITAL PROJECTS FUND**

**Community Libraries Municipal Grant Program**



- Governor McKee is deploying funds from the American Rescue Plan Act (ARPA) Coronavirus Capital Projects Fund (CPF) to extend the Community Learning Center Municipal Grant program to municipalities previously unable to participate in the program.
  - **U.S. Treasury is reviewing the State’s proposal to invest a minimum of one million dollars in public libraries in eligible municipalities.**
  - **The grant will fund capital costs of renovation and/or capital upgrades at qualifying public libraries.**
  - **Allowable capital expenses incurred between August 3, 2023, and October 31, 2026, qualify for funding.**
  - **All funds from the CPF grant must be expended and programs operational by December 31, 2026.**
- Pandemic Recovery Office (PRO) will launch an application for these funds on January 30, 2026. **1<sup>st</sup> stage of applications is due by 11:59 pm on February 6, 2026.**
- All projects must comply with U.S. Treasury requirements for approval.

# Community Libraries Municipal Grant Allocation

Grant allocations are based on a U.S. Treasury approved formula that factors in population and per capita income

MUNICIPALITY	TOTAL CPF GRANT
Burrillville	\$34,557
Cranston	\$182,936
Exeter	\$25,000
Jamestown	\$25,000
Little Compton	\$25,000
Narragansett	\$27,620
New Shoreham	\$25,000
North Kingstown	\$44,988
North Smithfield	\$25,000

MUNICIPALITY	TOTAL CPF GRANT
Pawtucket	\$211,003
Portsmouth	\$27,438
Scituate	\$25,000
Tiverton	\$31,241
Warren	\$25,000
Warwick	\$168,565
West Greenwich	\$25,000
West Warwick	\$72,420
<b>TOTAL</b>	<b>\$1,000,768</b>

# COMMUNITY LIBRARIES MUNICIPAL GRANT

Per U.S. Treasury, a qualifying multipurpose community facility is a structure that jointly and directly enables work, education, and health monitoring. **Allowable capital projects in libraries are presumed to qualify for CPF funds.**

Qualifying projects must do the following:



**Invest in capital assets designed to jointly, and directly, enable work, education, and health monitoring**



**Be designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency**



**Be designed to address a critical need of the community to be served by the capital project**

# U.S. Treasury guidance on eligibility

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## **“Directly and jointly enabling work, education, and health monitoring”**

- U.S. Treasury (Treasury) requires CPF projects to construct/renovate or improve buildings that are designed to jointly and directly enable work, education, and health monitoring.
- By “jointly” Treasury requires that all three programs should be operational concurrently at the facility. While not all services may be offered at all hours, there should be the possibility for someone to “walk in” and access some level of support that directly assists them in each of the three programmatic areas.
- The provision of computers with broadband access allows for this requirement to be met with ease and flexibility for all three uses.

# U.S. Treasury guidance on eligibility

## “Directly and jointly enabling work, education, and health monitoring”

A non-exhaustive list of programs that directly enable work, education, and health monitoring is presented below. 1-on-1 assistance from library staff qualifies as a work or education-enabling “program” so long as it is an established practice at the library. For health monitoring, please discuss with PRO.

### Work

- Resume writing workshop
- Job fair
- Mock interview training
- Skills training that results in a certification/credential
- Online job search support

### Education

- GED classes
- Online test-taking
- After-school tutoring
- Homework clubs
- Book read-alouds
- FAFSA support

### Health Monitoring

- Telehealth/telemedicine appts
- Vaccine clinics
- EMS-run clinics / appts
- Diabetes management programs

# KEY GRANT RULES

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## FUND AMOUNT: \$1 MILLION (minimum)

### — Library must be able to demonstrate that:

- It conducts ongoing community engagement to base services and programs on current needs.
- Outreach is multi-pronged (online, paper surveys, forums, social media posts, etc.)

### — Grant will be run through the State's grant management system – EUNA/eCivis.

- CPF funds cannot be paid to a municipality that has not successfully completed its Annual Organization Registration (AOR) as part of the State's Grant Management System (GMS)
  - *Please Note: AOR requires that the most recent Single Audit report be successfully filed*

# KEY GRANT RULES

## FUND AMOUNT: \$1 MILLION (minimum)

- Grant funds may be used to reimburse state or municipal funds previously used for a capital project within the eligible period; reimbursement of private funds is only allowed if the private funds are then repurposed for spending at the same library
- CPF funding cannot be used to pay expenses from a vendor that:
  - Was not competitively procured in accordance with the municipality's procurement policy
  - Does not have a Unique Entity Identification Number (UEI) which can be obtained at [www.SAM.gov](http://www.SAM.gov)
  - Did not comply with the State's prevailing wage law
- All CPF subrecipients must comply with U.S. Treasury's terms and conditions for the program
  - PRO will email a copy of the terms and conditions to all attendees after the information session

# FUNDING FLOW AND PROCESS

## Role of Municipality and Library

- **Subaward will be signed between the municipality and the state; Municipality will serve as a pass-thru entity for CPF funds if library implements capital project**
- **Municipality is responsible for ensuring that all reporting is accurate and completed on time;**
  - Quarterly Project and Expenditures report due April, July, and October 2026 and April 30, 2027
  - Monthly transaction logs \*
  - Closeout reporting – includes procurement, labor law, ownership documentation, and more
  - No reporting on post-project operations, service users, program subscription, etc. †

*\*Does not apply to projects completed prior to 1/27/2026*

*† US Treasury guidance on CPF has been dynamic and is subject to change.*

# EXAMPLES OF ALLOWABLE EXPENSES

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The Community Libraries Municipal Grant must fund allowable capital expenses incurred between August 3, 2023, and October 31, 2026

*Capital project MUST be complete as of October 31, 2026*

- Partial or complete roof replacement
- HVAC upgrade to a portion of or the entire library
- Carpet replacement
- Privacy booths to enable remote access to tele-health appointments, job interviews, online classes, etc.
- Shelving, storage, furniture upgrades
- Construction of quiet study rooms, meeting spaces, and other small scale interior renovation project
- ADA upgrades to existing spaces / creation of new spaces for ADA compliance

# EXAMPLES OF INELIGIBLE EXPENSES

**Expenses associated with a capital project that is not completed by October 31, 2026, would not qualify for CPF funds and any funding provided would have to be returned to U.S. Treasury**

**Other restrictions include:**

- **Administrative expenses associated with the administration, monitoring, reporting, and/or grant management functions of this grant program.**
- **Maintenance work on existing capital assets (filter changes on HVAC units, light bulb replacement, carpet detailing/repair, furniture repairs, etc.)**
- **Service contract on newly installed capital assets (e.g.: generator maintenance contract)**
- **Landscaping and other exterior weatherization work**
- **Purchase of digital technology that supports grant objectives greater than 10% of total grant amount**
- **Purchase of books, software, services etc.**

# APPLICATION TIMELINE

DATE / DURATION (2026)	STEPS
JANUARY 30, 2026	COMMUNITY LIBRARIES GRANT PROGRAM INFORMATION SESSION
JANUARY 30, 2026	GRANT APPLICATION STAGE 1 OPEN *
FEBRUARY 6, 2026	STAGE 1 APPLICATION DUE
FEBRUARY 13, 2026	GRANT APPLICATION STAGE 2 OPEN *
FEBRUARY 27, 2026	STAGE 2 APPLICATION DUE
MARCH 6, 2026	GRANT APPLICATION STAGE 3 OPEN *
MARCH 20, 2026	STAGE 3 APPLICATION DUE
APRIL 6, 2026, and ONWARDS	FINAL GRANT AWARDS ANNOUNCED

\* PRO will host office hours after each stage is opened. Please email or call to schedule time/s for your team.

# APPLICATION STAGE 1

**DUE: February 6, 2026**

## — Section I: Municipality & Library information

- contact person, contact info, address, etc.

## — Section II: Interest in Community Libraries Municipal Grant (CLMG)

- Town/City of \_\_\_\_\_ is/is not interested in receiving the CPF Community Libraries Municipal Grant.

## — Section III: Project Information *(only to be completed if Section II selection indicates interest)*

- CLMG funds will be used for capital project/s at the following library: \_\_\_\_\_
- Point of contact for library capital project
- Use of CLMG funds
- Brief description of capital project/s
- Funding need

## — Section IV: Library Information

- Background information; Does not impact eligibility

# APPLICATION STAGE 2 & 3

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**As soon as a municipality and its library indicate interest in the Community Libraries Municipal Grant program, and submit an eligible project, the application moves to Stages 2 and 3**

## — Application Stage 2 (*Project Overview*)

- Scope of capital project
- Implementation plan
- Milestones
- Procurement strategy

## — Application Stage 3 (*Project Cost and Schedule*)

- Budget
- Timeline

# STAGE I APPLICATION

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## PRO uses AirTable to maintain contact lists and other items related to the CLMG application

- AirTable will require you to create an account AND verify it before being able to access the form

<https://airtable.com/appPtCroDyvJIURvM/pagZuYKUgoNOFTeG3/form>

- Please submit a new form for each library
- If the funding will be used for multiple projects (carpet replacement, HVAC upgrades, furniture updates) within the same library, CPF would consider all those projects as one capital project. Include them all on the same form for that library.

# COMMUNITY LIBRARIES MUNICIPAL GRANT PROGRAM

## OFFICE HOURS FEBRUARY 2 – 6

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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

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# THANK YOU

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