RHODE
ISLAND

ARPA CORONAVIRUS CAPITAL PROJECTS FUND

Community Libraries Municipal Grant Program

02.17.2026 Stage II Information Session

APPLICATION STAGE 2 INFORMATION SESSION

This call will share important information regarding grant requirements and conditions for the Community Library Municipal Grant Program.

<mark>ACTION ITEM:</mark>

- Please check-in by typing the name of your municipality and library in the chat.

- Nominate one primary and one back up team member to attend all PRO calls.

- Review important updates with your project team.

- If you miss a call, please be sure to review the slides and recordings.

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 APPLICATON 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.

KEY GRANT RULES

GRANT AMOUNT: $1 MILLION

— Community Library Municipal Grant can only be used to pay for capital expenses.

— All work must be complete, all goods procured, 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.

— For current and future projects, the first payment will be transferred upon request; all subsequent payments 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 practices and procurement.

VENDOR PROCUREMENT

– Subrecipients must comply with the standards set forth in 2 CFR 200.317-327. These standards are furnished to ensure that materials and services are obtained in an effective manner and in compliance with federal and state statutes, and executive orders.

– Per 2 CFR 200.319, all work performed, or goods purchased, and paid with CPF funding, must be competitively procured unless a local ordinance allows otherwise. Use of the MPA is allowable.

– PRO requires all payees of subrecipients to provide a valid **unique entity identification (UEI) number.** Failure to collect and provide UEI numbers may impact a municipalities ability to drawdown future funds. UEI numbers of subrecipient payees will be collected in the monthly transaction log delivered to PRO. Payees may obtain a UEI number through www.sam.gov.

– Proof of competitive procurement will be collected as part of the grant closeout.

LABOR PRACTICES

— Projects funded by the Capital Projects Fund must comply with all applicable federal laws and regulations, and with all requirements for state, local, and Tribal laws, and ordinances to the extent that such requirements do not conflict with federal laws.

— Rhode Island's prevailing wage law applies to all CPF projects.

— Certified Payroll and Daily Logs will be collected as part of the grant closeout.

CASH MANAGEMENT IMPROVEMENT ACT (CMIA)

— Capital Projects Fund payments made to states and territories are subject to the requirements of the Cash Management Improvement Act (P.L. 101-453) and U.S. Treasury's implementing regulations at 31 CFR part 205. CPF payments made to freely associated states are subject to the cash management requirements described in the Uniform Guidance at 2 CFR 200.305(b).

— Subrecipients are required to minimize the time elapsing between drawdowns of award funds and outlays of award funds. **All funds should be spent within 90 days of receiving them from the State**.

STAGE II APPLICATION SCOPE

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STAGE II APPLICATION

This form requires applicants to provide detailed information on the scope of the capital projects for which CPF funding will be used.

https://airtable.com/appPtCroDyvJlURvM/pagHBb6Y7uhwanNXn/form

REPORTING REQUIREMENTS

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REPORTING RESPONSIBILITY

Municipal representative

- Must have access to eCivis/EUNA

- Must be able to speak to financial management and procurement issues

- Must be familiar with municipal policies as related to capital projects

Library project representative

- Must have access to eCivis/EUNA

- Must have complete knowledge of the capital project status, vendors, scope of work, budget, etc.

PRE-AWARD: FINANCIAL MANAGEMENT SYSTEM

Subrecipient Financial Management systems must include the following. Proof of a sufficient system will be collected as an eCivis/Euna monitoring task.

- Identification of Federal Award
- Financial Reporting
- Source of Funds
- Internal Controls

- Expenditures
- Payment Procedures
- Allowability of Costs

PRE-AWARD: PERMITS & REVIEWS

Permits, Building Codes and Commission Certificates

– Projects funded by the Capital Projects Fund must comply with all applicable federal laws and regulations, and with all requirements for state, local, and Tribal laws, and ordinances to the extent that such requirements do not conflict with federal laws.

National Environmental Policy Act (NEPA)

– Generally, NEPA does not apply to projects funded **solely** by CPF. Projects may be subject to NEPA if the project is also funded by or otherwise involve actions from other federal programs/agencies that are subject to NEPA.

Historic Reviews

– National Historic Preservation Act (NHPA) does not apply to projects funded solely by CPF. Projects may be subject to NHPA if the project is also funded by or otherwise involve actions from other federal programs/agencies that are subject to NHPA.

PRE-AWARD: PERMITS & REVIEWS

Historic Reviews (continued)

– Historic Preservation and Heritage Commission (HPHC) does apply. If a facility is on the State or National Historic Register, then a HPHC review is required. Subrecipients are strongly advised to engage HPHC immediately.

POST AWARD: REPORTS

Federal Funding Accountability and Transparency Act (FFATA)

- One time report submitted immediately after subaward with State is signed. Airtable form will be provided once subawards are signed.

Scope and Budget documents

- PRO will provide templates for subrecipients to submit project scope and budget documents.

- Budget data will be used to update eCivis/Euna, the State's grant management system.

Transaction Logs

- Excel report submitted at the beginning of each month containing all paid invoices as of the end of the previous month. Frequency of this submittal will depend on project type.

- Data will end up on the State's transparency portal.

POST AWARD: REPORTS

Project & Expenditure Report

- Excel report submitted quarterly until project is closed out. PRO uploads the report to a U.S. Treasury portal.

Annual Performance Report

- One time data collection used in an annual Performance report submitted to U.S. Treasury. Data will be due in early July.

REPORTING FREQUENCY

Subrecipient reporting depends on the scope of the project. Subrecipients with multiple projects may have multiple submissions of each report.

Report	100% Reimbursement for Completed Project	Live Project
FFATA	One time	One time
Scope and Budget Documents	One time	One time (unless project has allowable changes)
Transaction Logs	One time	Monthly until all expenses have been paid
Project & Expenditure Report	One time	Quarterly until grant closeout
Annual Performance Report	One time	One time

CPF CLC Grant Program - Closeout

U.S. Treasury has provided updated guidance that States should withhold 10% of grant funds until all project closeout tasks are completed and approved.

Closeout Task	Date No Later Than:
#1. Community Engagement	9/30/2026
#2. Pre-Construction Documents	9/30/2026
#3. Asset Ownership	9/30/2026
#4. Program Attestation	9/30/2026
#5. Labor Law Compliance	9/30/2026
#6. Certificate of Occupancy & Beneficial Use	9/30/2026
#7. Procurement Documentation	9/30/2026

Early submittals are welcomed and encouraged!

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

COMMUNITY LIBRARIES MUNICIPAL GRANT

QUESTIONS / DISCUSSION

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Please reach out to

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