



RHODE
ISLAND

ARPA CORONAVIRUS CAPITAL PROJECTS FUND

Community Library Municipal Grant Program

04.14.2026 Subaward Information Session

CLMG SUBAWARD INFORMATION SESSION

This call will share important information regarding subaward agreement for the Community Library Municipal Grant Program

ACTION ITEM:

- 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 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.

CPF CLMG ALLOCATION #3

Subawards will be signed between the State and City/Town for the grant amount allocated in the table below

MUNICIPALITY	TOTAL CPF GRANT
Burrillville	\$39,670.00
Cranston	\$210,005.00
Exeter	\$26,965.00
Little Compton	\$25,000.00
Narragansett	\$25,000.00
New Shoreham	\$25,475.00
North Kingstown	\$51,644.00

MUNICIPALITY	TOTAL CPF GRANT
Pawtucket	\$242,226.00
Scituate	\$ 27,593.00
Tiverton	\$35,863.00
Warwick	\$181,357.00
West Greenwich	\$26,834.00
West Warwick	\$83,136.00
TOTAL	\$1,000,768

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.

SUBAWARD AGREEMENT



SUBAWARD AGREEMENT

Please email the information highlighted in **BLUE** to sagree.sharma@doa.ri.gov. DO NOT edit the document

SUBAWARD AGREEMENT

BY AND BETWEEN

THE STATE OF RHODE ISLAND
ACTING BY AND THROUGH ITS
PANDEMIC RECOVERY OFFICE
("STATE AGENCY")

AND

NAME OF TOWN

("SUBRECIPIENT ENTITY")

SUBAWARD AGREEMENT

This **SUBAWARD AGREEMENT**, ("Agreement") is entered into effective on **August 3, 2023** ("Subaward Start Date" or "Effective Date"), by and between the State of Rhode Island acting by and through its Pandemic Recovery Office, located at One Capitol Hill, Providence, RI 02908 ("State Agency"), and the **City/Town of NAME**, with its principal place of business located at **Address of Municipality** ("Subrecipient Entity"). (State Agency and Subrecipient Entity are individually referred to herein as a "Party" and are collectively referred to herein as the "Parties").

Program Title: Coronavirus Capital Projects Fund Community Library Municipal Grant

Subaward Title: **Name of Project**

Subaward Number: **200XX**

SUBAWARD AGREEMENT

Please email the information highlighted in **BLUE** to sagree.sharma@doa.ri.gov. DO NOT edit the document

5.5 Notice.

Any notice under this Agreement shall be provided in writing as follows:

If to STATE AGENCY

Director

Pandemic Recovery office

Rhode Island Department of Administration

One Capitol Hill, 4th Floor.

Providence, RI 02908

If to SUBRECIPIENT ENTITY

NAME

TITLE

ADDRESS

ADDRESS

APPENDIX I - ATTESTATION

- Place the template on a municipal letterhead
- CEO (Mayor/Manager/Town Council President etc.) must sign the Attestation and document

AMERICAN RESCUE PLAN ACT (ARPA)
CAPITAL PROJECTS FUND (CPF)

COMMUNITY LIBRARY MUNICIPAL GRANT
APPENDIX I: ATTESTATIONS

The following statements confirm _____'s understanding
(Name of Municipality)
of key terms of the ARPA Coronavirus Capital Projects Fund Community Library Municipal Grant.

Please sign/initial to indicate your acceptance and intent to comply with these terms.

ATTESTATIONS:

1. The Capital Projects Fund (CPF) Community Library Municipal Grant (CLMG) is a formula-based grant awarded to eligible municipalities for capital costs associated with the renovation of community libraries. U.S. Treasury presumes community libraries are facilities programmed to directly and jointly enable work, education, and health monitoring.

APPENDIX II – SUBAWARD ID INFORMATION

Section II: Subaward Identifying Information

9) Subaward Number:	[Award/Contract Number]
10) Subaward Title:	[Library Name]
11) Subaward Amount, or Agreement Amount:	[Award Total]
12) Subaward Type:	Non-Competitive
13) Subrecipient Entity Name:	[Organization Name]
14) Subrecipient Entity Unique Entity Identifier (UEI):	[UEI]
15) Subaward Start Date:	MM/DD/YYYY
16) Subaward End Date:	[03/31/2027]
17) Performance Period Start Date:	[Performance Period Start Date]
18) Performance Period End Date:	[12/31/2026]
19) Reimbursement Type:	Cost based reimbursement
20) Advance Payments:	Yes
21) Multiple Subaward Budget Periods:	No
22) Program Income Type:	N/A
23) Program Income Record Retention:	12/31/2031
24) Pre-Award Costs:	Yes, allowable project costs incurred since 8/3/2023.
25) Amount Obligated to Subrecipient by this Action:	[Award Total]
26) Subrecipient Approved Indirect Rate:	N/A
27) Match / Cost Share:	N/A
28) Subaward Project Description:	[Proposal Abstract]

APPENDIX II – SUBAWARD ID INFORMATION

Section III: Subrecipient Key Personnel

- 29) Subrecipient Authorized Representative: [Profile - Authorized Rep]
- 30) Subrecipient Authorized Representative Title: [Profile - Authorized Rep Title]
- 31) Subrecipient Contact (Program): [Profile – fname/lname, Primary Contact for Application]
- 32) Subrecipient Contact Email (Program): [Profile - email, Primary Contact for Application Email]
- 33) Subrecipient Contact Phone (Program): [Profile – orgPhone/orgPhoneExt, Primary Contact for Application Phone]
- 34) Subrecipient Contact (Fiscal): [Profile–busFinRep, Business/Finance Representative]
- 35) Subrecipient Contact Email (Fiscal): [Profile - Finance Rep Email]
- 36) Subrecipient Contact Phone (Fiscal): [Profile - Finance Rep Phone]

- 48) Federal Award Project Description (for FFATA purposes): [Recipients may use CPF funds to carry out capital projects that (1) directly enable work, education, and health monitoring; (2) address a need that results from or was exacerbated by the COVID-19 public health emergency; and (3) address a critical need of unserved or underserved populations.]

APPENDIX III & IV

No edits required to Appendices III and IV

— Appendix III: Reporting Schedule – Email to jon.noble@doa.ri.gov

- Financial Report: Monthly transaction report
- Project & Expenditure Report: Quarterly report
- Performance Data Report: Annual report

— Appendix IV: U.S. Treasury's CPF Terms and Conditions

APPENDIX V: 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

POST AWARD



POST AWARD REPORTS

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
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
Compliance Reports	One time/report	One time/report

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

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 annual performance data submitted to U.S. Treasury. Due in July

Compliance Reports

- Ad-Hoc reports collected through eCivis/EUNA to confirm compliance with U.S. Treasury requirements

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, budget, etc.

PAYMENT PROCESS

Live projects

1. Submit 1st payment request in eCivis/EUNA

- Funds may be requested in advance; no documentation required
- Funds must be spent within 30-60 days of receipt
- Payment expected to take 4-6 weeks from date of request

2. Submit monthly transaction log/s – (PRO to provide template and instructions)

3. Submit 2nd and any subsequent request in eCivis/EUNA

- Include documentation to demonstrate 80%+ spend of previously received funds

4. Final 10% = reimbursement request

PAYMENT PROCESS

Completed projects

1. Submit transaction log for all expenses adding up to ‘max funding needed’ amount
 - PRO will provide template and instructions
2. Submit all compliance documentation
 - Procurement, Labor law compliance, Pre-construction documents, etc.
3. Submit payment request in eCivis/EUNA
4. Payment expected to take 4-6 weeks from date of request

PRE-CONSTRUCTION DOCUMENTS

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.

PRE-CONSTRUCTION DOCUMENTS

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
- 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

Community Engagement

U.S. Treasury's guidance is that to be eligible for CPF funds, recipients must engage in grassroots community outreach that enables participation from diverse and representative stakeholders in their communities

Some examples of engagement are:

- Regular brief surveys hosted on the library's/municipality's webpage and/or social media page
- Periodic Town-hall-type meetings
- Community forums at locations and times convenient to a broad cross section of the community
For instance: 5:30pm on a weekday at the library or weekend mornings at the local community center
- Multi-media and different modes of participation to make it easy for marginalized voices to be heard
For instance: a video-call provision for meetings that enable those who cannot travel to the venue to participate. Community forums coupled with online surveys allowing everyone to share their comments/ideas without having to meet for long hours

These community engagement strategies are not mutually exclusive and can be deployed in combination with each other

Community Engagement

PRO will set up an eCivis/EUNA task into which all subrecipients will upload documentation showing “grassroots community outreach to enable participation from diverse and representative stakeholders in their communities”

Please collect and organize materials for this task. These may be:

- Summary of community engagement and public participation activities
- Blank surveys
- Flyers advertising community events, focus groups, meetings, etc., where community members may share their input with the library
- Photographs of public forums, community outreach events
- Other materials that demonstrate ongoing community engagement

COMMUNITY LIBRARY MUNICIPAL GRANT

QUESTIONS / DISCUSSION

Please reach out to

Sagree Sharma, CPF Administrator,

sagree.sharma@doa.ri.gov

(401) 330-7425

**RHODE
ISLAND**