



RHODE
ISLAND

ARPA CORONAVIRUS CAPITAL PROJECTS FUND

Community Libraries Municipal Grant Program

07.13.2026

FUNDING + REPORTING INFORMATION SESSION

This call will share important information regarding funding request and reporting requirements 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.

Please note that this call will be recorded.

The video will be available on PRO's website on the CPF Resources and Reports webpage under the CLMG dropdown button - <https://pandemicrecovery.ri.gov/Resources>

GRANT OVERVIEW

\$1 million – CPF Community Library Municipal Grant (CLMG) program

- **Grants allocated based on Treasury-approved formula**
- **PRO has subawarded \$973,175 to 12 municipalities for 17 projects**
- **Potential allocation of additional grant funds in August 2026**
- **Six reimbursement projects subawarded \$495,503.80**
 - **Potential max. award = \$2,134,968.88**
- **Eleven ongoing projects subawarded \$477,671.20**
 - **Potential max. award = \$633,410.20**
- **Two projects in one eligible municipality under review for subaward in July**

SUBAWARD STATUS

Project Name	Municipality	Award #	Award Amount	Potential Max Funding
Jesse M. Smith Memorial Library Roof Replacement	Burrillville	20025	\$39,670	\$493,000
Cranston Public Library Capital Project - Auburn	Cranston	20026	\$21,704	\$21,704
Cranston Public Library Capital Project - Central	Cranston	20027	\$147,853	\$159,853
Cranston Public Library Capital Project - Knightsville	Cranston	20028	\$12,438	\$12,438
Cranston Public Library Capital Project - Oaklawn	Cranston	20029	\$10,000	\$10,000
Cranston Public Library Capital Project - William Hall	Cranston	20030	\$18,010	\$36,912
Exeter Public Library	Exeter	20032	\$26,965	\$75,000
Brownell Library Furniture	Little Compton	20033	\$25,000	\$25,000
New Shoreham Island Free Library	New Shoreham	20037	\$25,475	\$150,000
North Kingstown Free Library	North Kingstown	20031	\$51,644	\$59,502
Pawtucket Library Sprinklers	Pawtucket	20038	\$242,226	\$1,295,978
Louitt Library Carpet Replacement	West Greenwich	20035	\$26,834	\$49,750
West Warwick Public Library - Furniture Upgrade	West Warwick	20036	\$83,136	\$134,000
Narragansett Library Roof Improvement and Solar Panels	Narragansett	20041	\$25,000	\$25,000
Tiverton Public Library	Tiverton	20034	\$35,863	\$38,885
Warwick Public Library (Central)	Warwick	20039	\$111,488.80	\$111,488.80
Warwick Public Library (Conimicut)	Warwick	20040	\$69,868.20	\$69,868.20
TOTAL	-	-	\$973,175	\$2,768,379

REQUESTING CPF FUNDS



REQUESTING CPF FUNDS (REIMBURSEMENT)

CLMG awarded project has already been completed and all vendors paid for the work by the Library or Municipality. CPF funds will be used to reimburse Library or Municipality for paid expenses

- **Request** 90% of subaward amount in eCivis/EUNA
- **Submit** one comprehensive transaction log for the entire amount of CLMG eligible expenses
 - E.g.: Subaward = \$25,000; total capital costs for eligible project = \$150,000
 - Transaction log to list all expenses totaling \$150,000
- **Assemble and package** all invoices with the required documentation for submission
- **Submit** all Closeout Tasks
- **Request** final 10%
 - Upload all packaged invoices with this request

REQUESTING CPF FUNDS (ACTIVE PROJECTS)

CLMG awarded project was: (1) recently completed but invoices have not been paid yet; (2) is currently underway; (3) is awaiting project kickoff

- **Request** up to 90% of subaward amount in eCivis/EUNA
 - Only request the amount of funds you can confidently spend by September 30 to comply with Cash Management Improvement Act (CMIA)
 - **Assemble and package** all invoices with the required documentation for submission after each payment
 - Each request after the first must include documentation demonstrating that 80% or more of previously received funding has been expended
- **Submit** a monthly transaction log showing CLMG eligible expenses
 - Transaction logs are cumulative; each month adds new expenses to previous month's log
 - Transaction logs to list all eligible expenses up to the max funding amount

TRANSACTION LOG INSTRUCTIONS ARE FORTHCOMING

REQUESTING CPF FUNDS (ACTIVE PROJECTS)

CLMG awarded project was: (1) recently completed but invoices have not been paid yet; (2) is currently underway; (3) is awaiting project kickoff

- **Submit** additional funding requests as needed to get to 90% threshold
 - With each subsequent request after the first, submit invoice documentation demonstrating that 80% or more of the previously requested amount has been expended
- **Submit** all Closeout Tasks before requesting final 10%
- **Request** final 10%
 - Upload all packaged invoices not previously submitted with this request

REQUESTING CPF FUNDS – 1st REQUEST

Instructions shared via email on Wednesday 7/8/2026

■ **PROCESS + TIMEFRAME FOR PAYMENTS:**

- Subrecipients submit a payment request to PRO in eCivis/EUNA
- PRO will batch subrecipient payment requests and submit an aggregate request to US Treasury (UST) (UST has on average a 7 to 10-day turnaround to get funds to the State)
- Once funds are received from UST, PRO will approve the request in eCivis, and then the State will transfer funds to the subrecipient (The State turnaround is about 10-14 days)
- Please note that this is a municipal grant and the funds will be transferred to the municipality.
- **Please make arrangements with the municipal finance representative to ensure that the funds are made available to the library**

REQUESTING CPF FUNDS – 1st REQUEST

Instructions shared via email on Wednesday 7/8/2026

■ REQUEST PROCESS:

- The CPF grant is set up as an advance grant. For this reason, the first payment request can be made without any documentation. To request money, all CLMG subrecipients will follow the same process.
- Please use this video here for the payment request steps:
<https://www.youtube.com/watch?v=fIE-PEdCctl>
- Per the video, **do not enter anything into the SPEND column** when submitting payment request

REQUESTING CPF FUNDS – 2nd, 3rd,... LAST REQUEST

Invoices must be packaged according to PRO instructions. Funding requests will not be processed with incorrect documentation

- **Please upload most recent transaction log along with these funding requests**
- **Each invoice should be packaged along with evidence of payment – cancelled cheques, ACH confirmation, etc. Please upload each invoice and its associated documents as one PDF file**
- **PRO requires subrecipients to name the package including each paid invoice and its supporting documents as the exact same text that corresponds to that invoice in column H of the transaction log**

REQUESTING CPF FUNDS – DOCUMENTATION REQD

INVOICE ATTACHMENT



FILE NAME
from
COLUMN H
of
TL

[Your Company Name]
[Your Company Slogan]
[Street Address]
[City, ST ZIP Code]
Phone [(111) 123-1234] Fax [(111) 123-1235]
TO:
[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]

FOR:
[Project or service description]
[P.O. #]

DESCRIPTION	HOURS	RATE	AMOUNT
Architectural Design – Phase I			\$60,000.00
TOTAL			\$60,000.00

Date	Details	L.F.	Dr.	Cr.
			\$	\$
			15,000	
				15,000
			15,000	
				15,000
			14,550	
			450	
				15,000
	(Bill discounted @ 12% p.a.)			
B	Bill Payable Account		15,000	
	Cash Account			15,000
	(Bill Met)			

REQUESTING CPF FUNDS – DOCUMENTATION REQD

Walk-thru of invoice documentation and transaction log verification

TRANSACTION LOG

PRO will offer a transaction log walk-thru and training for all subrecipients. Training will be recorded. Video will be available on PRO's website a couple of days after the meeting

Transaction log walk-thru and training

**Monday
7/20/2026**

Transaction log office hours

**Monday
7/28/2026**

&

**Thursday
7/30/2026**

SUBAWARD INCREASE

A subaward increase is not guaranteed. In the case of a subaward increase, subrecipients will need to complete subaward amendment in EUNA to reflect the increased grant amount

- **PRO** will initiate a grant amendment in eCivis/EUNA and provide an amendment form
 - Subrecipient will update the budget in eCivis/EUNA to reflect new subaward amount
 - Municipal CEO must sign amendment form prior to uploading and accepting amendment in eCivis/EUNA
- **Request** difference between previous 90% amount and new 90% before requesting final 10%

REPORTING 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 of work, budget, etc.
- Must have a backup designee who can complete reports, provide necessary information as needed

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
 - If additional funding is awarded and accepted, budget template and EUNA will need to be updated

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.
- Next P&E reports will be due in October 2026 and (possibly) January 2027

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.

CPF CLC Grant Program - Closeout

Per U.S. Treasury guidance States must withhold 10% of grant funds until all project closeout tasks are completed and approved. **Tasks must be submitted in eCivis/EUNA.**

Tasks will go live in eCivis/EUNA on 8/1/2026

Closeout Task	Date No Later Than:
#1. Community Engagement	9/30/2026
#2. Single Audit Report	9/30/2026
#3. Asset Ownership	9/30/2026
#4. Program Attestation	9/30/2026
#5. Labor Law Compliance	9/30/2026
#6. 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

CLOSEOUT TASK – COMMUNITY ENGAGEMENT

Subrecipients must demonstrate that the capital asset developed with CPF funds is informed by community feedback and that programs are based on community needs

- **Capital projects in libraries are presumed eligible use for CPF funds**
- **Library subrecipients must submit documentation of the library's ongoing community outreach and engagement efforts**
- **Examples include (but are not limited to):**
 - **Screenshots of social media posts informing patrons about community engagement events, surveys, focus groups, etc.**
 - **PDFs of flyers advertising community engagement events, surveys, focus groups, etc.**
 - **Photographs of community outreach events – intent of the event should be evident from the photograph**

CLOSEOUT TASK – SINGLE AUDIT REPORT

Subrecipients must provide the municipality's most recently completed Single Audit Report

- Submittal must include most recent Single Audit Report **for the municipality**
- If the Single Audit Report includes significant and/or material findings, they must be highlighted in the submitted document for PRO's review
- Finance representative must provide a memo of corrective/responsive actions in case of findings
- All documents associated with the Single Audit Report must be uploaded into the same eCivis/EUNA task

CLOSEOUT TASK – ASSET OWNERSHIP

CPF CLMG program is funded with public monies that must provide access to member of the public to engage in activities that directly enable work, education, and health monitoring for a minimum of five year from project completion

- **Publicly owned** community libraries may submit a deed or tax assessors document to demonstrate public ownership
- In addition to the ownership deed, **private libraries** must submit an MOA/MOU or other legally enforceable document between the owner entity and the municipality committing that the library will continue to operate as a community library for a minimum of five years after the completion of the CPF funded project
- **PRO cannot prescribe legal language for such a document. Consult the municipal solicitor**

CLOSEOUT TASK – PROGRAM ATTESTATION

CPF CLMG program requires that activities that directly enable work, education, and health monitoring are available to the public at the CPF-funded asset for a minimum of five year from project completion

- **Libraries** are presumed eligible for the CPF grant programs since U.S. Treasury believes that libraries typically provide space, technology, and active programming that meets its programming criteria
- **Attestation form** to be signed by the municipal CEO that attests that the library will make space, technology, and programming to comply with Treasury's requirement
- In the case of **privately-owned** libraries, please upload the MOA/MOU between owner entity and municipal CEO to support the attestation form

CLOSEOUT TASK – LABOR LAW COMPLIANCE

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 must be submitted as part of the grant closeout**
- **Certain projects may be exempt from this requirement – please reach out to PRO to determine if your project qualifies for exemption**
- **PRO will consult with the Department of Labor and Training to determine if an exemption applies to your project**

CLOSEOUT TASK – PROCUREMENT

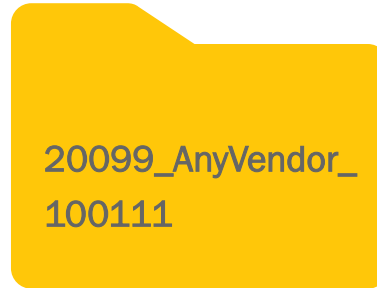
Subrecipients must comply with the standards set forth in 2 CFR 200.317-327. These standards are furnished to ensure that materials and services are obtained in an effective manner and in compliance with federal and state statutes, and executive orders

- **All work performed, or goods purchased, and paid with CPF funding, must be competitively procured unless a local ordinance allows otherwise. MPA is considered competitive**
- **Proof of competitive procurement will be collected as part of the grant closeout**
- **Task includes a checklist that MUST be completed for each vendor & contract paid for with CPF funds**

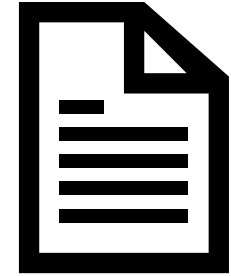
CLOSEOUT TASK – PROCUREMENT

Procurement – for each **unique vendor-contract** on the vendor tab of your Transaction Log

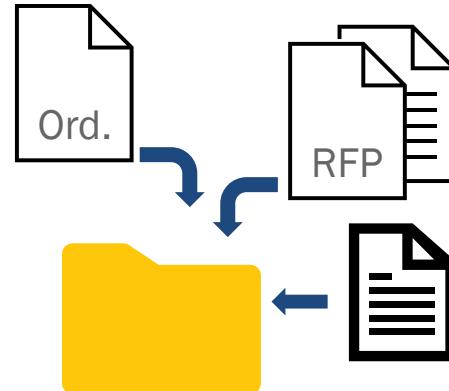
- **STEP 1: FOLDER**



- **STEP 2: CHECKLIST**



- **STEP 3: SAVE**



- **STEP 4: ZIP + UPLOAD**



Rinse & Repeat

COMMUNITY LIBRARIES MUNICIPAL GRANT

QUESTIONS / DISCUSSION

Please reach out to

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



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

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/appPtCroDyvJIURvM/pagHBb6Y7uhwanNXn/form>

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.