

Library Construction and Major Expansion Matching Grant Program

FY2015 APPLICATION

(Issued June 2013)

Submission Details: Send an **ORIGINAL and 4 copies** to: Pauletta Bourne, Grants Administrator III, Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs, 211 Cushman Street, Fairbanks, Alaska 99701. All Applications must be **RECEIVED in the Fairbanks Office** no later than 4:30 PM on Friday August 30, 2013.

Name of Applicant	
Name of Community(s) to benefit.	
Co-Applicant (if any)	

Applicant Entity Type (check one)

- City or Borough**
- Native Village Council**
- Community in the unorganized borough**

Title of Project	
Applicant Contact Person	
Mailing Address	
E-mail Address	
Telephone Number	
Fax Number	

DCCED Certified Population of Community to be served: _____ (Population information available: <http://www.commerce.alaska.gov/cra/DCRAExternal>)

Library Construction & Major Expansion Matching Grant Request:	\$
+ Cash Match:	\$
+ In-Kind Contributions:	\$
= TOTAL Project Cost:	\$

Certification

I certify to the best of my knowledge that the information in this application is true and correct. I certify that I am legally authorized to sign and submit this application and to financially commit the applying organization to the project should it be selected for inclusion in and funding by the Library Construction and Major Expansion Matching Grant Program. I further certify that the applicant will comply with all applicable State and Federal laws and regulations implementing this project if it is selected for funding.

Signature of Certifying Officer: _____ Date _____

Printed Name and Title of Certifying Officer: _____

SECTION 1: Project Description/Need

25 Points

Provide a narrative description of the library project. Does the community currently have a public library? Has the community created a plan for public library service? Submit the plan for public library service, including hours of service, with your application. What is the square footage of your proposed project? Where will the project be located? If the project is for expansion of an existing public library, does construction increase the square footage of the facility by not less than 30%? Is the project for construction of a public library that will be located as part of a municipal or other community facility? (Attach extra pages as necessary.)

SECTION 2: Project Impact

25 Points

Provide a narrative identifying the benefits to the community which will result from the proposed project. Identify how the project will contribute to new or improved library services in your community. If the community does not have a public library, has a plan been developed for public library service? Submit the plan with your application. Describe how the proposed project will meet the library needs of the community for at least 10 years. Describe the effects of staffing, maintaining, and costs of operating the proposed facility. (Attach extra pages as necessary.)

SECTION 3: Project Budget

25 Points

Proposed Grant Budget

(Show amounts, as appropriate.)

Category	Library Grant Request	Cash Match	In-Kind Match	TOTAL
Labor/Fringe Benefits	\$	\$	\$	\$
Materials/Supplies	\$	\$	\$	\$
Freight	\$	\$	\$	\$
Contractual	\$	\$	\$	\$
Equipment Rental/Purchase	\$	\$	\$	\$
Other (explain)	\$	\$	\$	\$
Administration	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$

Budget Narrative

Explain each amount in the above table and how it was computed. You must attach documentation supporting cost estimates to secure points in Project Rating. Attach extra pages, as necessary.

Labor/Fringe Benefits: (Identify job titles and responsibilities. Explain rates of pay and how costs were computed including fringe benefit calculations.)

Materials/Supplies: (Identify the materials/supplies to be purchased. Include cost estimates from suppliers. Explain how the materials/supply purchase supports the project.)

Freight: (Identify any freight costs and provide cost estimates from suppliers.)

Contractual: (Identify contractual costs. Provide cost estimates from potential firms. Explain how the contractual costs support the project.)

Equipment Rental/Purchase: (Identify the equipment to be rented or purchased. Identify rental rates and number of rental hours estimated. Provide cost estimates from suppliers. Explain how the equipment supports the project)

Other Costs: (Identify other costs that do not fit into above categories. Provide information on how the cost estimate was derived.)

Administration: (Identify and attach documentation explaining how you computed administration costs not to exceed 10% of the total project budget.)

Cash and In-Kind Match*

*Documented match in the amount of 50% of the total project budget is required.

Cash Match: (Explain the source of these funds and provide documentation of commitment.)

In-Kind Match: (Explain the source of these funds and provide documentation of commitment.) Examples of in-kind match include the cost or value of land, site preparation, any planning documents that have already been prepared for the project, donated materials or the value of work already completed on the project.

All applications must include an Operation and Maintenance budget for the constructed library project which identifies funding sources that will support the operation and maintenance of the facility after construction.

SECTION 4: Grant Administration and Project Management Capabilities 25 Points

(Attach extra pages as necessary)

Identify the applicant's key personnel, including at a minimum, the project manager and financial or administrative manager and provide the following information for each individual:

- Name and position title.
- Responsibilities and relationship to this project.
- Previous experience with similar projects and/or any projects funded by grants from other state or federal agencies.
- Individual résumés of key personnel should also be included.

Applicants must submit copies of the most recent audit or certified financial statement with the original application and each of the 4 copies of the application.

Applicants must also demonstrate they have the expertise and ability to operate and maintain the proposed public library.

Do you have the cash reserves necessary to run this project on a cost reimbursable basis?

Authority to Participate

RESOLUTION NUMBER _____

A RESOLUTION of the (Council) _____ authorizing participation in the Library Construction and Major Expansion Matching Grant Program.

WHEREAS, the Council of _____ wishes to provide a (Library Project) _____ for use in the community; and

WHEREAS, this entity is an applicant for a grant in the amount of \$_____ from the Alaska Department of Commerce, Community, and Economic Development (hereinafter "Department"), under the Library Construction and Major Expansion Matching Grant Program;

NOW, THEREFORE, BE IT RESOLVED THAT the (usually Mayor) _____ of the City of _____ is hereby authorized to negotiate and execute any and all documents required for granting and managing funds on behalf of this organization.

The (usually Mayor) _____ is also authorized to execute subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or tasks, based upon the needs of the project.

PASSED AND APPROVEDY THE _____(1) on _____, 20_____.

IN WITNESS THERETO:

By: _____
Signature

Attest: _____
Signature

Title

Title

By: _____
Signature

Attest: _____
Signature

Title

Title

For an applicant which is a Tribal Entity, the attached *Resolution for Tribal Entities Waiving Sovereign Immunity* will be required to be submitted prior to release of funds. Note: the language in this resolution may not be altered in any way.

**WAIVER OF SOVEREIGN IMMUNITY FOR TRIBAL ENTITIES
RESOLUTION NUMBER _____**

Whereas, the _____ wishes to receive payment under the Department of Commerce, Community, and Economic Development **Library Construction and Major Expansion Matching Grant** Fiscal Year 2015; and

Whereas, 3 AAC 180.130 requires the entity's government body to waive the entity's sovereign immunity from suit with respect to claims by the state arising out of activities related to the payment;

THEREFORE BE IT RESOLVED THAT the _____, (Name of Native village council) hereby waives its sovereign immunity and consents to suit in Alaska State Courts or in a state administrative agency proceeding for any cause of action or claim (including any claim for allowable pre-judgment or post-judgment interests, costs and attorney fees) filled by the state arising out of related to the payment, to enforcement of any court or agency order or judgment entered in such action of agency proceeding, and to levy and execution of the judgment entered in any such lawsuit or agency proceeding against all property and funds of the _____, (Name of Native village council) however held and wherever located.

BE IT FURTHER RESOLVED THAT: _____ (Chief Administrative Officer, Chief, President) is hereby authorized to negotiate, execute, and administer any and all documents and contracts required for granting funds to the _____ (Name of Native village council) and managing funds on behalf of this entity, including any subsequent amendments to the payment agreement.

BE IT FURTHER RESOLVED THAT: This resolution shall remain in effect until the expiration of the statute of limitations on any cause of action or claim arising out of or related to the payment, including, but not limited to, any cause of action or claim related to a demand for reimbursement of program funds. Issues related to the statute of limitations shall be determined under the laws of the State of Alaska.

This resolution was adopted at a duly convened meeting of the _____ (Name of Native village council) on _____, 20____ and _____ (Name of Native village council) to validly waive its sovereign immunity.

IN WITNESS THERETO:

By: _____
Signature Chief Administrative Officer Title

Attest: _____
Signature Clerk or Secretary of Organization Title

Application Checklist

- Completed and Signed Authority to Participate
- Completed and Signed Application Cover Sheet, identifying Applicant Contact Person
- Completed and Signed Waiver of Sovereign Immunity, if appropriate
- Completed Application with Narratives addressing areas identified in Sections 1 through 4 of the Application Packet which are:
 - Project Description/Statement of Need
 - Project Impact
 - Project Budget
 - Grant Administration and Project Management Capabilities

The following documentation should be attached in order to receive maximum points in Project Rating:

- ... Copy of the community's plan for public library service
- ... Professional cost estimates and documentation for budget items
- ... Design, engineering or site plan if appropriate
- ... Permits, if appropriate
- ... Site control (deed, lease, etc.) as projects involve the use of land or an existing facility
- ... Information showing that those who will carry out the project are qualified to do so (i.e., résumés)
- ... Copies of all cooperative agreements, if appropriate
- ... Copies of the most recent audit or certified financial statement
- ... Post construction Operations and Maintenance Budget
- ... Any other documentation that will help your project secure more points in Project Rating