Library Construction and Major Expansion Matching Grant Program

FY15 Program and Application Guide

Application Deadline: August 30, 2013

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs

TABLE OF CONTENTS

INTRODUCTION **2**
PART I: GENERAL INFORMATION **2**
Issuing Agency 2
Department Contacts 2
Additional Information and Assistance Available 2
Use of Grant funds 2
Eligible Applicants 3
Maximum Amount of Grant 3
Priority for Grant Recommendations 3
Local Match 3
Cost Reimbursable Grants 4
Site Control 4
Resolutions 4
PART II: THE APPLICATION PROCESS **5**
Step #1: Determining Compliance of the Proposed Project with Minimum Space Requirements 5
Step #2: Project Description, Statement of Need and Cooperative Agreements 5
Step #3: Project Impact 6
Step #4: Project Budget 6
Step #5: Grant Administration and Project Management Capabilities 6
Submittal Information 7
PART III: GRANT SELECTION AND AWARD **7**
Grant Selection 7
1. Project Description and Statement of Need 8
2. Project Impact 8
3. Project Budget 9
4. Grant Administration and Project Management Capabilities 9
Project Rating Summary 9
Grant Ranking 10
Reconsideration 10
Recommendations 10

INTRODUCTION

The State of Alaska, through the Department of Commerce, Community, and Economic Development ("Department") provides funds through the Library Construction and Major Expansion Matching Grant Program for library construction, major expansion, and associated renovations. Subject to appropriation, the program provides not more than 50 percent of the total proposed grant project costs to an eligible applicant as authorized by AS 14.56.355-14.56.356.

Rules for the administration of the program are outlined in 3 AAC 198.10 - .990.

Projects funded under this program are also subject to compliance with 42 U.S.C. 12101 - 12213 (Americans with Disabilities Act).

Appropriations for specific projects will be made in the FY2015 capital budget. Funding will be available effective July 1, 2014.

PART I: GENERAL INFORMATION

Issuing Agency

This Application Packet is issued by:
State of Alaska
Department of Commerce, Community, and Economic Development (DCCED)
Division of Community and Regional Affairs (DCRA) – Grants Section
211 Cushman Street
Fairbanks, Alaska 99701-4639 (Mailing & Delivery Address)

Department Contacts

Pauletta Bourne
Ph. (907) 451-2721
Fax (907) 451-2742
Email: pauletta.bourne@alaska.gov

Additional Information and Assistance Available

Applicants should carefully review this Application Packet and applicable regulations. Please contact Pauletta Bourne for clarification or if you have any questions.

Use of Grant funds

An eligible applicant may use grant funds for the following purposes:

- To construct a new public library; or make a major expansion, including associated renovations to an existing public library.

  A "major expansion" means an expansion of an existing library to increase the square footage of the structure by not less than 30 percent [AS 14.56.355(e)(2)].

Grant funds **may not** be used for the following purposes:

- Costs of ordinary maintenance and operating expenses of a library;
- Equipment or furnishings not part of the construction, major expansion and associated renovations of a public library.
- Construction, major expansion, and associated renovations of public or private school libraries.

Eligible Applicants

The following entities are eligible to submit a proposal under this solicitation:

(1) A municipality

(2) A Native Village Council

(3) A community in the unorganized borough

(a) To be eligible to receive a grant under this program, a community in the unorganized borough must have an incorporated non-profit entity in good standing that will agree to receive and spend the grant money for the applicable purpose specified in the grant application.

Maximum Amount of Grant

Subject to appropriation, the Department may make grants under this program in an amount not to exceed 50 percent of the total proposed grant project costs, per AS 14.56.355 (c). For projects in which a public library is combined with a municipal or other community facility, only costs that are attributable, as determined by the Department, to uses relating to construction, expansion, and associated renovations of a public library within the proposed combined facility will be considered as grant project costs.

Priority for Grant Recommendations

Regulations require the Department to make a priority ranking of applications. The Department shall rank applications as required by 3 AAC 198.090 as follows:

(1) The Department will rank projects giving the following priorities to a proposed project:

(A) the first priority shall be given to an application submitted by a community that does not have a public library, but has created a plan for public library service;

(B) the second priority shall be given to an application that the commissioner in consultation with the Department of Education and Early Development, Division of Libraries, Archives, and Museums or the oversight division evaluates as having the highest beneficial impact on the provision of library service to the public;

(2) Among projects that are ranked relatively equally under (1)(B) of this section, the Department will give preference to an applicant that has not previously received a Library Construction and Major Expansion Matching Grant.

Local Match

An applicant must provide, as a local match, the portion of the total proposed grant project costs not met by the funds awarded under this grant program, per AS 14.56.356 (b). Matching funds must be provided from:

(1) The local government in an amount not less than 20 percent of the total proposed grant project costs; and
(2) Private donors for the remaining project costs after the state and local contributions are made toward the project.

The local match may be in the form of:

- Money;
- Land; or
- Services

Cost Reimbursable Grants

Applicants are advised that grants awarded under the Library Construction and Major Expansion Matching Grant program are cost reimbursable grants. Funds awarded under this program are reimbursed concurrent with the expenditure of matching funds.

Upon completion of the project if the grantee fails to provide a final financial progress and narrative report the Department will notify the grantee of the failure and give 30 days after the date of notification to comply with this section. If the grantee continues to fail to comply with this section the Department may require repayment of all or a portion of the grant that has been paid to the grantee for the project.

Funds expended on a project prior to appropriation and the date of the Governor's approval of the capital bill, or an effective date as identified in the capital bill for the project will ***not*** be reimbursed.

Site Control

Each Library Construction and Major Expansion Matching Grant project requires the grant applicant to document that he has the enforceable right to use the real property on which the project will be constructed. This documentation may be in the form of a deed, lease (usually for not less than twenty years), easement, or similar formally executed document.

Resolutions

Waiver of Sovereign Immunity – If the grantee is an entity that possesses sovereign immunity, the grantee must agree as a condition of receiving a grant, that the grantee irrevocably waives its sovereign immunity with respect to enforcement of the grant agreement or claims related to the grant agreement. The waiver of sovereign of immunity must be on a form the Department provides to the Grantee, per 3 AAC 198.150.

Authority to Participate – Each application must include a Resolution passed by the applicant's local governing body (borough assembly, city council, or tribal council, as applicable) authorizing submission of the application and participation in the program. The applicant may use the **Attachment A – Authority to Participate,** attached to the Application Packet or a similar version.

PART II: THE APPLICATION PROCESS

Step #1: Determining Compliance of the Proposed Project with Minimum Space Requirements

Population Data must be the most current population estimate as reflected by the Department and located at: http://commerce.alaska.gov/cra/DCRAExternal.

Each Library Construction and Major Expansion Matching Grant Project must be in compliance with minimum space requirements as follows:

A. For a project serving a community with an estimated population of fewer than 400: at least 800 square feet;

B. For a project serving a community with an estimated population of 400 – 1,000: at least 1,200 square feet;

C. For a project serving a community with an estimated population of more than 1,000: 2,000 square feet or 0.7 square feet per capita, whichever is greater.

D. For an expansion project, the square footage of the existing public library structure must be increased by not less than 30 percent, and also meet the minimum square footage requirements outlined above.

Step #2: Project Description, Statement of Need and Cooperative Agreements

The Project Description should include a narrative of the nature of the construction or major expansion and renovation project: Does your community currently have a library? Is this an expansion project to a current library? Provide a detailed study outlining how the library space needs of the community and library service area in which the project will be constructed will be met for at least the ten year period following the date of application.

Separately, each applicant must provide a detailed study with projections for use of the facility for a period of not less than 20 years or the life of the building, whichever is less.

If the project is for the construction, major expansion and associated renovations of a combined facility in which the public library is to be located as part of a municipal or other community facility, the applicant must submit a copy of a valid cooperative agreement naming all involved parties and their responsibilities. The agreement must clearly delineate the responsibilities of all entities, with provisions made in the agreement for

(1) Financial responsibility for the maintenance and care of the combined facility;
(2) Financial responsibility for the library personnel;
(3) Use of equipment (computers, copiers, etc.); and
(4) Hours of service.

Step #3: Project Impact

The Project Impact should identify the benefits to the community which will result from the proposed project. How will the project contribute to new or improved services in your community? If the community does not have a public library, has a plan been developed for public library service? Submit a copy of the developed plan with your application. Will the proposed project meet the library needs of the community for at least ten years? Describe the effects of staffing, maintaining, and costs of operating the proposed facility.

Step #4: Project Budget

Each applicant for a Library Construction and Major Expansion Matching Grant will be required to provide a detailed budget outlining all associated construction costs, including materials and supplies, furnishings, freight, equipment rental, labor and fringe benefits, insurance, etc.

Additionally, each applicant will be required to provide, as a local match, the portion of the total proposed grant project costs not met by the grant, per AS 14.56.356.

The local match may be in the form of
(1) Money;
(2) Land; or
(3) Services.

Describe how the multiple funding sources will support construction of the project and associated allowable costs.

Applicants must clearly identify and submit their proposed budget according to the following budget components: Grant Request, Cash Match, In-Kind Contributions, and Total Cost.

Applicants 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.

Applicants are advised that these grant funds are released on a cost-reimbursable basis, concurrent with the expenditure of matching funds. Successful applicants will be required to provide financial documentation for all project costs. The grantee shall file a final project report with the Department when a project has been completed.

Step #5: Grant Administration and Project Management Capabilities

Each applicant for a Library Construction and Major Expansion Matching Grant will be required to provide documentation of their ability to manage grant funds and comply with all grant administration, project management, and reporting requirements. Applicants should identify an experienced individual who will be responsible for these duties.

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

Applicants are required to include a copy of the entity's most recent audit or certified financial statement with the original application and each of the four copies of the application.

Applicants must submit, with the application, a resolution, motion, or similar action authorizing submission of the application and participation in the program. **Attachment A – Authority to Participate is provided in the application packet.**

Submittal Information

Applications must be filed with the Department using the Library Construction and Major Expansion Matching Grant Application form and received by **4:30 p.m., August 30, 2013** to receive consideration. Applications must be submitted to the following address:

State of Alaska
Dept. of Commerce, Community, and Economic Development
Division of Community and Regional Affairs ~ Grants Section
211 Cushman Street
Fairbanks, Alaska 99701-4639

NOTE: Facsimile (fax) copies will not be accepted unless the applicant has received prior approval from Pauletta Bourne. The only condition under which facsimile copies will be considered is poor weather conditions which prohibit transportation of mail from a community for at least several days prior to the submission deadline. The existence of poor weather must be confirmed by the postal service or the appropriate flight service and provided to DCCED for verification. Contact Pauletta Bourne at 451-2721 if you have any questions regarding facsimile copies.

Applicants must submit **an original and four copies of the application.** Applications must be submitted on the Library Construction and Major Expansion Matching Grant Application forms provided or an identical copy of these forms. Applications must be signed by the applicant's highest elected official or other authorized certifying officer of the applicant.

The Library Construction and Major Expansion Matching Grant Application consists of narrative responses to requests for information about the proposed project description and project budgets; and assurances regarding local match, and operations and maintenance agreements. Applicants are advised to use the Application Checklist to verify that all components of the application are complete and attached to the packet prior to submission to the Department.

PART III: GRANT SELECTION AND AWARD

Grant Selection

The application selection process consists of two stages: preliminary proposal review and project rating and selection. The Department will conduct a preliminary review of an application to ensure it meets the requirements of 3 AAC 198.060. Staff screens all applications for

eligibility without awarding points. At any time during the preliminary proposal review, the Department may request additional information if it considers the information necessary to complete the review of the application.

The project rating and selection process, stage two, will be conducted by a review team, the Application Selection Committee (ASC), using criteria described below. Applications will be evaluated and assigned points by the ASC based on the following criteria:

1. PROJECT DESCRIPTION/NEED — 25 Points

a. Has the applicant adequately illustrated the need for the library project within the community? Does the community currently have a public library? Has the community created a plan for public library service? If so, is the plan included with the application? Minimum components of the public library service plan should include the following:
   (A) Financial responsibility for the operation, maintenance, and care of the proposed facility, including all associated equipment;
   (B) Financial responsibility for the library personnel;
   (C) Hours of service.
b. Has the applicant provided an adequate description of the project, in compliance with minimum space requirements as follows:
   (A) For a project serving a community with an estimated population of fewer than 400: at least 800 square feet;
   (B) For a project serving a community with an estimated population of 400 – 1,000: at last 1,200 square feet;
   (C) For a project serving a community with an estimated population of more than 1,000: 2,000 square feet or 0.7 square feet per capita, whichever is great;
c. If the project is for expansion of an existing public library, does the application reflect an increase to the square footage of the structure by not less than 30% and also meet the minimum square footage requirements outlined above?
d. Is the proposed project in compliance with applicable municipal, state, and federal law, including 42 U.S.C. 12101 - 12213 (Americans with Disabilities Act).
e. Does the proposed project reflect the needs of the community and the anticipated users of the library?
f. Is the application for a project in which the public library is to be located as part of a municipal or other community facility? Has the applicant submitted a copy of a valid cooperative agreement naming all parties and outlining their responsibilities?

2. PROJECT IMPACT — 25 Points

a. Does the application identify how the proposed project will provide an impact on the provision of library services to the public?
b. Does the application illustrate sustainability of the proposed project in meeting the library needs of the community for at least 10 years?

c. Does the application identify the effects of staffing, maintaining, and operating the proposed library facility?

3. PROJECT BUDGET — 25 Points

a. Has the applicant identified all direct project costs? Examples include, but are not limited to, materials and supplies needed for facility modifications; freight; equipment rental and/or purchases; land; contractual or professional services; labor expenses; and similar costs.
b. Has the applicant clearly identified and submitted their proposed budget according to the budget components (Grant Request, Cash Match, In-Kind Contributions, and Total Cost)?
c. Are the matching funds not less than 50% of the total project costs? If the applicant is a local government entity, is the cash match amount not less than 20% of the total proposed grant project costs; Are matching funds documented and available?
d. Has the applicant identified the funding sources that will support operation and maintenance of the library after construction?
e. Is the overall Project Budget reasonable?

4. GRANT ADMINISTRATION AND PROJECT MANAGEMENT CAPABILITIES — 25 Points

a. Does the Application Packet and information provided therein support that the applicant has the administrative capability to properly manage Public Library Construction and Matching Grant funds and comply with all Federal and State requirements?
b. Has the applicant submitted all required Certifications and Resolutions?
c. Has the applicant identified who will have the day-to-day management responsibility and oversight for this project?
d. Does the applicant have the cash resources to administer a cost reimbursable grant or have they identified an alternative course of action which will allow this project to proceed?
e. Has the applicant successfully administered other Federal or State grants which have had similar requirements? Have they documented that they were successful with those grants?
f. Has the applicant submitted a copy of the most recent audit or certified financial statement?

PROJECT RATING SUMMARY: — Possible Points

Project Description/Need:	**25**
Project Impact:	**25**
Project Budget:	**25**
Grant Administration/Project Management Capabilities:	**25**
TOTAL:	**100**

Grant Ranking

Once all projects have been scored, they shall be ranked using highest to lowest in score, and then the priority requirement of 3 AAC 198.090 shall be applied. The ranked list shall be forwarded to the Commissioner for approval.

Reconsideration

Within 10 days after receipt of the Department's written results of the application review process and funding recommendations, the applicant may make a written request for reconsideration of all or part of the decision to the commissioner. The request must be in writing and must identify each part of the decision to which the applicant objects and clearly state each objection to the Department's decision. Within 15 days after receiving a request for reconsideration, the commissioner will review the request, the application, and any relevant supplemental material and may issue a written decision. If a written decision is not issued during the 15 days after a request for reconsideration is received, the request is automatically denied. The commissioner's decision on a request for reconsideration is final. If the applicant fails to request reconsideration within 10 days after receipt of the Department's written notification the Department's decision is final.

Recommendations

Once the reconsideration period has ended, the final ranked list of projects shall be forwarded to the Governor and the legislature for consideration of funding.