

LIBRARY CONSTRUCTION  
AND  
MAJOR EXPANSION  
MATCHING GRANT PROGRAM

PROGRAM  
AND  
APPLICATION  
GUIDELINES

*Application Deadline: January 7, 2011*

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

November 2010

# Table of Contents

## I. General Information

Overview .....	3
Issuing Agency and Contact Person .....	3
Additional Information and Assistance Available.....	3
Use of Grants .....	3
Eligible Applicants.....	4
Maximum Amount of Grant .....	4
Priority for Grant Approval.....	4
Local Match .....	5
Cost Reimbursable Grants .....	5
Site Control .....	5
Resolutions .....	6

## II. The Application Process

Submittal Information.....	6
Step 1: Compliance with Minimum Space Requirements .....	7
Step 2: Project Description/Statement of Need/Cooperative Agreements.....	8
Step 3: Project Impact .....	8
Step 4: Project Budget .....	8
Step 5: Grant Administration and Project Management Capabilities .....	9

## III. Grant Selection and Award

Grant Selection .....	10
Project Description Need .....	10
Project Impact.....	11
Project Budget .....	11
Grant Administration and Project Management Capabilities.....	12
Project Rating Summary.....	12

## I. GENERAL INFORMATION

### Overview

The State of Alaska Department of Commerce, Community, and Economic Development provides funds through the Library Construction and Major Expansion Matching Grant Program for library construction and major expansion. Subject to appropriation, the department shall award 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).

Subject to application review and appropriation, awards are expected to be announced by March 2011.

### Issuing Agency and Contact Person

This Application Packet is issued by:

State of Alaska  
Department of Commerce, Community, and Economic Development  
Division of Community and Regional Affairs – Grants Section  
Attention: Janet Davis, Grants Administrator III  
211 Cushman Street  
Fairbanks, Alaska 99701-4639 (Mailing & Delivery Address)

Phone Number: (907) 451-2746

Fax Number: (907) 451-2742

E-mail: [janet.davis@alaska.gov](mailto:janet.davis@alaska.gov)

### Additional Information and Assistance Available

Applicants should carefully review this Application Packet. Applicants should put comments and/or questions in writing and mail them to the above address or phone Janet Davis at 451-2746 for clarifications.

### Uses of Grants

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

- To construct a new public library; or
- Make a major expansion 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.

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 or major expansion of a public library.
- Construction or expansion 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 of a public library within the proposed combined facility will be considered as grant project costs.

### **Priority for Grant Approval**

During a fiscal year, if amounts requested in grant applications approved by the department exceed amounts appropriated for payment of grants, the department will award grants as follows, per AS 14.56.356 (a) (2):

- (1) The department will rank projects giving the following priorities to 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 Alaska State Library

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).

The local match may be in the form of

- (1) Money\*;
- (2) Land; or
- (3) Services.

*\* If the applicant is a governmental entity, the money must come from unrestricted locally generated revenue, **and** be an amount not less than 20 percent of the total proposed grant projects costs.*

### **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. The department will not pay to the grantee more than 50% of the amount that the department approves as a grant until the grantee files a final project financial progress/narrative report, and such report has been accepted by the department, per AS 14.56.355 (c). 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.

Additionally, each applicant must provided a detailed study outlining the library space needs of the community and library service area in which the project will be constructed, with projections for use of the facility as a public library for a period of not less than 20 years or for the life of the building, whichever is less.

## **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.

## **II. The Application Process**

### **Submittal Information**

Applications must be filed with the Division using the Library Construction and Major Expansion Matching Grant Application form and received by **4:30 p.m. January 7, 2011** 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  
Attn: Jill Davis, Grant Manager  
211 Cushman Street  
Fairbanks, Alaska 99701

**NOTE: Facsimile (fax) copies will not be accepted** unless the applicant has received prior approval from Jill Davis. 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 Jill Davis at 451-2717 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 DCCED.

### **STEP #1:**

#### **Determining Compliance of the Proposed Project with Minimum Space Requirements**

*Population Data must be the most current population estimate as reflected by DCCED and located at: [http://www.commerce.state.ak.us/dca/commdb/CF\\_COMDB.htm](http://www.commerce.state.ak.us/dca/commdb/CF_COMDB.htm).)*

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 project: Does your community currently have a library? Is this an expansion project to a current library? Provide a detailed study outlining the library space needs of the community and library service area in which the project will be constructed, with projections for use of the facility for a period of not less than 20 years.

If the project is for the construction or major expansion 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 20 years? Describe the effects of staffing, maintaining, and costs of operating the proposed facility.

## **STEP #4**

### **Project Budget**

#### **Project Cost, Matching Funds, Operation and Maintenance**

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 14.56.355. The local match may be in the form of

- (1) Money\*;
- (2) Land; or
- (3) Services.

*\* If the applicant is a governmental entity, the money must come from unrestricted locally generated revenue, **and** be an amount not less than 20 percent of the total proposed grant projects costs.*

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 department will not pay to the grantee more than 50% of the amount that the department approves as a grant until the grantee files a final project financial progress/narrative report, and such report has been accepted by the department.

## **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.**

### **III. Grant Selection and Award**

#### **Grant Selection**

The application selection process consists of two stages: threshold review, and project rating and selection. During the threshold review process, staff screens all applications for eligibility without awarding points. Department staff may consult with the applicant in regard to any questions about the proposed project and may allow an applicant to submit an amended application. Eligible applicants will have a period of up to 2 weeks after department consultation to submit an amended application. Insufficient applications or the failure to correct identified deficiencies with the submission of an amended application will result in rejection of the application. All amended application material must be received on or before the last day of the correction period specified by the Department.

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 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 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 20 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?
- d. If the applicant is a local government entity, is the cash match amount not less than 20% of the total proposed grant project costs; and is the source identified as unrestricted locally generated revenue of the applicant?
- e. Are matching funds documented and available?
- f. Has the applicant identified the funding sources that will support operation and maintenance of the library after construction?
- g. 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:**

	<b>Possible Points</b>
<b>Project Description/Need:</b>	<b>25</b>
<b>Project Impact:</b>	<b>25</b>
<b>Project Budget:</b>	<b>25</b>
<b>Grant Administration/Project Management Capabilities:</b>	<b>25</b>
<b>TOTAL:</b>	<b>100</b>