

Fill in these first:

Municipality:

Library:

Application for
State Public Library
Construction Grant
FY 2020-2021
Category 2 Grants

Distressed & Non-Distressed Municipalities

Those projects which improve accessibility, correct building and fire code violations, improve preparedness for emergencies, remodel to accommodate new technologies, improve the design of existing space, conserve energy, or other projects as defined by the State Library Board. For public libraries in distressed municipalities, category 2 projects also include maintenance projects.



CT State Library

Preserving the Past. Informing the Future.

Connecticut State Library
Division of Library Development
Hartford, Connecticut

CONNECTICUT STATE LIBRARY

STATE LIBRARIAN

Kendall F. Wiggin, Acting

DIRECTOR OF THE DIVISION OF LIBRARY DEVELOPMENT

Dawn La Valle

CONSTRUCTION GRANTS ADMINISTRATION

Maria Bernier

Middletown, Connecticut

Tel: 860-704-2204

email: Maria.Bernier@ct.gov

STATE LIBRARY BOARD

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Issued in accordance with Conn. Gen. Stat. § 11-24(c)

Application for State Public Library Construction Grant - Category Two

For Questions, Contact:

Maria Bernier
Phone: 860-704-2204
email: Maria.Bernier@ct.gov

LIBRARY:

MUNICIPALITY:

OFFICIALLY SUBMITTED: **Sept. 1, 2020**

Instructions for Submitting an Application

1. Send one digital copy of this Excel file by email to Maria.Bernier@ct.gov. Scan and send the other documents as PDFs.
2. Also submit one original printed and signed copy of this application (the "official" application) with all required additional documents.
3. Three-hole punch the printed copy so that the entire application can be placed in a notebook. **DO NOT PROVIDE THE NOTEBOOK.** Architect's plans do not need hole-punching, will not need to fit in notebook, and may be folded.
4. All signatures on the printed copy must be handwritten in ink.
5. You will need the "Timetable and Guidelines" document to complete this application. Find this document on the [Construction Grants web page](#).

Where to send application

Mail or deliver the original printed application to:
Division of Library Development, Construction Grants
Middletown Library Service Center
786 South Main St.
Middletown, CT 06457

Email Excel version and pdfs to Maria.Bernier@ct.gov.

**We must receive both the the printed copy and Excel file
by 4 p.m. on September 1, 2020.
Excel file must be identical to the printed copy.**



IMPORTANT Instructions for Completing this Excel Form



1. In this Excel file, **TYPE INFORMATION ONLY IN THE GRAY AREAS.**
2. **All other cells cannot be edited.**
3. **Tab from one gray box to another, except for check boxes.**
4. **Click on check boxes, when appropriate.**

Example:

Application for State Public Library Construction Grant - Category Two

TYPE OF PROJECT:

If your project consists of more than one item in Category #2, check all pertinent boxes and indicate percentage(s) according to your budget for the project.

		<u>CATEGORY #2</u>
		Percentage of Total Project
<input type="checkbox"/>	accessibility for people with disabilities	<input type="text"/>
<input type="checkbox"/>	code compliance	<input type="text"/>
<input type="checkbox"/>	emergency preparedness	<input type="text"/>
<input type="checkbox"/>	remodeling involving less than 1/2 of existing building	<input type="text"/>
<input type="checkbox"/>	energy conservation	<input type="text"/>
<input type="checkbox"/>	maintenance - distressed municipality only.	<input type="text"/>
TOTAL (must be 100%)		<input type="text"/>

see note below

PLEASE NOTE: For remodeling projects, if your total project cost is expected to exceed \$500,000, you must use the Category 1 application. Also, see the "Timetable and Guidelines" publication for determining what projects have priority when judging Category 2 grants. Distressed municipalities will have preference when bond funds haven't been earmarked.

A. NAMES AND ADDRESSES:

1. **Legal name of applicant:** Municipal library must use name of town/city. A Library Association must use the full name of the association unless the municipality owns the building, in which case the municipality will be the legal applicant not the Library Association.

2. Library name and address:

Library Name:

Address:

City/Town, State:

Zip Code:

Telephone:

3. Person authorized to submit application (Use municipal CEO (mayor, first selectman, or town manager) for municipal library. Use the Library Board Chairperson or Library Director for association library) :

Name:

Title:

Address:

City/Town, State:

Zip Code:

Telephone:

Fax:

E-mail address:

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4. Person authorized to respond to inquiries (usually Library Director):

Name:
Title:
Address:
City/Town, State:
Zip Code:
Telephone:
Fax:
E-mail address:

5. Library Director (if different from #4):

Name:
Title:
Address:
City/Town, State:
Zip Code:
Telephone:
Fax:
E-mail address:

6. Architect (not required for all projects)

Architect:
Firm:
Address:
City/Town, State:
Zip Code:
Telephone:
Fax:
E-mail address:

Connecticut-licensed: Yes No

7. Library Building Consultant (OPTIONAL):

Name:
Address:
City/Town, State:
Zip Code:
Telephone:
Fax:
E-mail address:

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8. Agency (municipality, municipal department or library) authorized to receive funds (person responsible for fiscal matters concerning the grant):

Name:

Address:

City/Town, State

Zip Code:

Telephone:

Fax:

E-mail address:

B. BACKGROUND INFORMATION

9a. To be an eligible applicant you must receive local tax funds and must not charge for a borrower's card. (See CGS Sec.11-24a (2)). Does your public library receive local tax funding and do you give borrowers free cards?

Yes No If no, DO NOT proceed with this application.

9b. Type of library organization:

Unit, department or agency of local government (Municipal)

Corporate status under legally established library board (Association)

Principal public library Non-principal public library (answer question below)

To be an eligible applicant a **non-principal public library** must meet the following conditions:

- ➔ it must have a separate board of trustees or governing body;
- ➔ it must have its own library director and staff;
- ➔ it must have a separate library facility;
- ➔ and it must have a separate town appropriation. (See CGS Sec.11-24a (c))

If you are a non-principal library do you meet these conditions?

Yes No If no, DO NOT proceed with this application.

If the library organization is an association, does it have 501(c)(3) federal tax-exempt status?

Yes No **(INSERT LETTER FROM FEDERAL GOVERNMENT AFTER THIS PAGE.)**

Other (explain)

10. Ownership and use of the building that is the subject of this grant:

a. The land is owned by

municipality library assoc. other

b. The library building is owned by

municipality library assoc. other

c. Will any corporate-sponsored or cooperative research be conducted at the facility?

Yes No

Please Note: If you are an Association library, but the building being altered is owned by the municipality, then the municipality must fill out this application form.

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11. 2020 AENGLC Rank:

12. Is the construction site listed, or eligible for listing, in the National Register of Historic Places, or is the building over 50 years old? Yes No
If yes, your project may need the approval of the State Historic Preservation Office to receive approval for funding should your grant request be approved. Best to contact now: [SHPO](#)

13. Is your library in conflict with the *Conservation and Development Policies Plan for Connecticut 2013-2018*? Yes No

[Conservation and Development Policies Plan for CT](#)

If yes, give reasons why you should be considered for funding:

14. Provide the year of your building's last major construction:

15. Project Statement Narrative. Try to stay under 300 words (use only the space provided). Include:

- a. Necessity for project - compelling extenuating circumstances or community needs, evidence that the proposed project is needed for an area currently underserved or served by inadequate facilities.
- b. Overview of the actual construction work to be carried out.
- c. Expected result and benefits to the public.
- d. **REQUIRED FOR REMODELS:** Describe how library staff were involved in planning the project.

C. BUDGET INFORMATION

Important: Local Funding must be in place within 1 year of grant approval, and your project must be initiated (signing with contractor) within 18 months of Bond Commission approval, or the grant award will be withdrawn.

16. Sources of Funding

State Funds:

- a. State Bond Funds (This Request)
- b. State Bond Funds (Previous Funds)
- c. Other State Agencies

Funds

Non-State Funds:

- d. Federal Funds
- e. Recipient Funds (total of the three items below)
 - Private Investment
 - Local Bonding
 - Gen. Operat. Budget

\$ -

- f. Gifts/Contributions
- g. Other (describe)

h. TOTAL SOURCES

\$ -

17. Expenses

Capital Costs

- a. New Construction
- b. Renovations/Remodeling
- c. Land/Building Acquisition
- d. Appraisals
- e. Library and Office Equipment & Furniture
- f. Machinery/Equipment
- g. Engineering/Architect/Clerk of the Works/ Constr. Manager
- h. Environmental remediation
- i. Contingency
- j. Other (describe)
- k. Total Capital Costs

\$ -

Working/Other Costs:

- a. Rent
- b. Relocation Costs
- c. Legal/Accounting
- d. Consulting Services
- e. Other (describe)
- f. Total Working/Other Costs

\$ -

This Request

TOTAL PROJECT COST

\$ -

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18. Project cost estimate prepared by (name/title):

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19. Total floor area directly involved in construction: sq. ft.

20. a. Anticipated beginning month/year of construction:

b. Anticipated ending month/year of construction:

D. SUPPORTING DOCUMENTS THAT MUST BE INCLUDED IN THIS APPLICATION
(Refer to the Section 6 of the "Timetable and Guidelines" document for details.)

[Or click here for details](#)

1	Certification of Application completed and signed. (See below for form)
2	Certification confirming resolution by the governing body authorizing filing of application and authorizing a position to execute a contract.
3	Tentative plans and timeline listing all major activities, including securing local funds.
4	Title or other evidence of interest in the site, such as a deed.
5	Property appraisal(s), if land or building acquisition is part of project.
6a	Certification of structural soundness. Not needed for some remodeling, and for other projects that do not alter load bearing (include letter describing why you believe the project should be exempt).
6b	Fire and safety evaluation.
7	Certification by the architect or fire marshal for fireproof book return
8	Accessibility certification by the architect or engineer.
9	LEED certification, optional for projects under \$10 million.
10	Reasonable assurance of local funding within one year of grant approval & initiation of project within 18 months of Bond Commission approval.
11	List of equipment to be purchased.
12a	Preliminary plans by architect of affected area for remodeling projects (may be provided separately).
12b	Site plan (only if project affects the exterior area around building)
13	Letter on the status of municipal POCD and statement of compliance (municipal libraries only).
16	Building Program and project description for the affected area.

E. CONTRACT ASSURANCES

You must be aware of the contract assurances as contained in the grant contract templates provided online. [Click here to see grant contract templates.](#)

F. SIGNATURE OF OFFICIAL REPRESENTATIVE OF THE APPLICANT

As the official representative of the applicant I verify the accuracy of this application and understand that its submission does not guarantee a grant award by the Connecticut State Library Board. I also understand that this application will not be considered for a grant award until the State Library receives the Governing Body's Certification of the Application (see Supporting Document #1 below).

Application forwarded this day of , 2020

Typed name of official representative of the applicant:

Signature (print copy must be signed)

Title

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CHECKLIST STATE PUBLIC LIBRARY CONSTRUCTION GRANT 2020

Your Checklist	
Being sent under separate cover	Or: Item included in packet

Please x off the attachments included with your application.
 If an item is being mailed separately, indicate in the appropriate column.
 Please note, **if you cannot provide supporting documents by the deadline, you will have until September 30 to provide them.**

Application completed, all questions answered, signed in section G.
 501 (c)(3) letter (ONLY FROM ASSOCIATIONS)

SUPPORTING DOCUMENTS (as described in "Timetable and Guidelines")

CATEGORY 2: [Click here for details](#)

		Certification of Application completed and signed. (See below for form)
		Certification confirming resolution by governing body authorizing filing of application.
		Tentative plans and timeline listing activities, including securing local funds.
		Title or other evidence of interest in the site such as a deed.
		Property appraisal(s), if land or building acquisition is part of project.
		Certification of structural soundness (if required).
		Fire and safety evaluation.
		Certification by the architect or fire marshal for the fireproof book return.
		Accessibility certification by the architect or engineer.
		LEED certification letter from the architect.
		Reasonable assurance of funding and project start.
		List of equipment to be purchased.
		Preliminary plans by architect, if required.
		Site plan (only if project affects the exterior area around the building).
		Letter on status of municipal POCD, and statement of compliance (municipal only).
		Building Program and project description for affected area.
		Other <input style="width: 300px; height: 20px;" type="text"/>
		<input style="width: 300px; height: 20px;" type="text"/>

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GOVERNING BODY'S CERTIFICATION OF APPLICATION (due Sept. 30)

Name of municipality where library is located

Name of the library

The application for State funds submitted to the Connecticut State Library for the 2020 library construction grant program was submitted to the appropriate local governing authority at a legal meeting held on the

day of 2020, when the following people were present:

(Give names not signatures, of the present)

After reading and approving this application, this body voted to approve the official submission to the Connecticut State Library.

Typed name of official representative of the applicant:

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Signature (print copy must be signed)

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Title

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