**FREQUENTLY ASKED QUESTIONS ABOUT THE LIBRARY CONSTRUCTION**

**BOND ACT (FAQS) #2**

In order to help public library directors plan for library construction, the State Library will post and answer frequent questions about the Bond Act on a recurring basis. Until the draft regulations are reviewed and posted as final in the New Jersey Register, answers may be subject to change.

Our answers here are our best advice based on prior experience and recent conversations with some of our reviewing agencies. Please check frequently to keep up with current postings.

1. **What information will be asked for in the Intent to Apply form** **that will be sent to all public library directors?**

The State Library will request some basic information about your project(s) in order to help us plan for the implementation of the Bond Act. We will want to know the type of project(s) for which you are applying. For example, are you planning to construct a new building, or renovate an existing building? Are you applying for a building repair project(s)? Or a barrier-free project(s)? A checklist will be provided for you to complete. We will also ask for the estimated cost of your project(s) and your sources of funding to meet your matching requirement. We will provide you with a checklist of sources of funding that you may use. **A separate Intent Form must be filled out on each project for which you plan to apply.**

Other very general information will be requested, such as the name of your architect. If you do not have all or some of the information at the time it is requested, you may submit it at a later date. The information on the Intent Form will help us determine the number of potential applicants there may be for the grant funding and the potential amount of grant dollars that may be requested. Intent forms will be available to public library directors later in the summer or early fall.

1. **Would new carpeting, painting, or new furniture be eligible for funding?**

These are eligible costs if they are part of a construction project. The grant will allow up to thirty percent (30%) of total eligible project costs for these items. For example, if you are renovating part of the library, carpeting, painting, and new furniture would be an eligible cost for the area that is under renovation.

1. **What kinds of drawings will be required from the architect?**

Site plans with elevations are required in most state construction programs. Schematics with furniture layouts, drawn to 1/8 inch = 1 foot or larger scale will also be required. A drawing showing contiguous service areas of the library will also be necessary.

1. **Can I apply for replacement of the library’s HVAC system or a new roof for the library in the construction grant program?**

The State Library is planning a grant application for repair of public library buildings including major systems such as HVAC, electrical, plumbing, etc. A new roof which is a major expense would also be permissible. Small repairs which would be part of normal routine building maintenance would not be eligible in this program unless part of a larger building repair project.