

New Jersey Library Construction Bond Act
Solicitation for Grant Application
Winter 2020 Cycle
Question and Answer Documentation

The answers below are in response to questions the State Librarian received regarding the application process.

- 67. We have a longstanding need for a generator. Is this a project that would meet the criteria set out in the grant program?**

A67. A stationary generator which is hard-wired into the library building's distribution panel and provides high power requirements for a long period of time would be an eligible project and an example of a resiliency improvement. A portable generator is not designed for permanent installation and would not be an eligible project.

- 68. I have a question regarding Resolution II. Based on the guidelines it seems that this resolution is only required for a joint use facility that is initiated by the municipality and includes a library operating within it. Is that correct?**

In other words, it would not be required for our project, which is a rehabilitation of a portion of our Main Library. Correct?

A68. If the Board of Trustees is the Applicant, use Resolution I.

- 69. If a library is simply doing rehabilitation/renovation i.e. applying for a new roof. Will they be required to complete a building plan/community analysis?**

A69. If the project is solely a new roof, the Applicant should apply for a repair only project. Section 2.4.8 of the Solicitation is only required for rehabilitation and/or building acquisition projects. A new roof alone does not require a building program/community analysis.

- 70. Are soft costs (professional services-Architecture, engineering etc) included in the max cost per square foot?**

A70. Yes, soft costs such as professional services are included in the maximum cost per square foot. See response A44.

- 71. Is furniture (called FF&E "Furniture, Fixtures and Equipment) included in that max?**

A71. Yes, furniture is included in the maximum cost per square foot. See response A44.

72. Is cost for renting space/book storage (for use during renovations) included in the max cost per square foot?

A72. Yes. As set forth in Section 4.5.12 of the Solicitation, expenses for off-site storage and related moving costs, when necessary, for up to eighteen months are eligible project costs, and therefore are included in the maximum cost per square foot.

73. They said that within 3 months of receiving the grant award, a library must provide proof of matching funds. Does this mean the bond has to be authorized within that period as well or is a resolution that provides proof of the match enough?

A.73. The bond must be authorized for financing. See Section 2.4.10 of the Solicitation. A copy of the bond ordinance must be submitted as proof of funding within three months following notification of eligibility for a grant award.

74. During the webinar it was stated that “no more than 30% of furniture, fixtures and equipment costs are eligible for grant funding.” It was also mentioned that the furniture costs were to be calculated with the overall square foot allowances of \$350/sf and \$500/sf. Does that mean that if a library has a furniture budget of \$900,000 only \$300,000 is eligible? What else is included in “furniture, fixtures and equipment?”

A74. Correction: The TA Session webinar stated that Furniture, Fixtures and Equipment (FF&E) cannot exceed 30% of the total project cost. But to answer your question, FF&E typically refers to movable items, not attached permanently to the building and includes, but is not limited to, all movable furniture, computers, workstations, desks, copiers, and other items of that nature found in public libraries.

75. The Borough is presently considering two separate options for library improvements. The first option would include the purchase of property and the construction of a new library facility. The second option is a complete renovation of an existing building already owned by the municipality. We will not have made that determination until after the grant application deadline. Should we submit two separate applications, one for each scenario?

A75. In most circumstances, two separate applications should be submitted and ranked. However, in this circumstance, please see A76.

76. Is there a deadline for project start and completion? In option two above, the library building renovations could not begin, until the Borough constructs a new

Borough Hall in another location, leaving the existing building for library purposes only. However, this option would most likely give us a projected start date of 2022, or beyond, for our library renovations.

A76. Due to the tax-exempt nature of the bonds projects would need to be completed within a specified amount of time following the issuance of bonds. See response A49.

The Applicant may want to consider applying in the second solicitation cycle for grant funding.

- 77. The Borough is presently in negotiations to purchase a piece of property that will be the new location of our Municipal Building and Library. Can the Borough close on that property before the library grants are awarded and still be eligible for land acquisition reimbursement under the grant?**

A77. See response A6.

- 78. Our library is planning on building a new branch library on vacant land the library board will purchase from the township's Board of Education. Will the cost of the land be considered an eligible cost?**

A78. Purchase of land is an eligible cost, assuming it meets the timing requirements. See Section 2.4.7 of the Solicitation for additional criteria required for land purchase. See response A6 for timing of reimbursement of expenditures.

- 79. My library will be submitting an application for a new roof as well as the implementation of solar paneling on the roof. We have currently hired/got estimates for the new roof from a local Roofing Company (not an architect). Will we need to also get an architect on board since the Solar Panels move us (it appears) into the Rehabilitation category and not just the repair category? Do you advise that all applicants, regardless of project type, get an architect?**

A79. This entire project can be submitted as a repair project. See 2.4.6 ii of the Solicitation for details. An architect is not required.

- 80. Are Solar Panels considered "equipment" under the regulation "In no case, shall costs for furniture and equipment that are in excess of thirty percent (30%) of the total costs of the project be funded by the Grant."?**

A80. No, the cost of solar panels is not included in furniture, fixtures, and equipment. The cost of the solar panels is included as a cost in the roof repair project.

- 81. On the template mentioned in the subject line, it has a line for "Material Capacity (print and non-print)" What should we measure for that? Square feet used for these materials or what?**

A81. Applicants should list the estimated quantity of materials, not the square feet.

- 82. If the max for the construction costs is \$500/square foot, how would other expenses exclusive of construction--architect's fees, site prep, property acquisition--be accounted for? For example, a 20,000 square foot building's construction amount would max out for a possible grant of \$5,000,000.**

Is there an additional allowance for the other costs associated with the project? And if so, how should a request for these two types of costs show up on the application?

A82. The soft costs are included in the cost per square foot. See response A44. There is no additional allowance.

- 83. What is the wording of resolutions a branch of a county system will need to include in the application?**

A83. The answer depends on who applies for the grant. Use the appropriate Resolution included in the Solicitation. If the County Library Commission is the Applicant, Resolution I would be used. See the response A37 which lists other examples pertinent to county library systems, in which Resolution II must be used.

- 84. Our township is looking to apply to the NJ Library Construction Bond Act grant. Our project would be a total roof replacement for our current library building. Is this project eligible for funding?**

A84. Yes, a total roof replacement is an eligible project for repair. See response A69.