

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.

- 85. My Library Board was wondering when we'd be able to spend our half of the funds. After we receive an acceptance letter? After the grant agreements are executed? Or after the grant funds become available?**

A85. The relevant date is when the list of recommended projects goes to the Legislature. See response A6 for further explanation.

- 86. During the webinar you mentioned that Resolution I (Exhibit A, p 43) is for when the library board is the applicant, and that Resolution II (Exhibit B, p 44) is for when the municipality is the applicant. When the municipality owns the library building, but the library board is proposing the project, which resolution should be used?**

A86. Resolution I. The Library Board of Trustees is the Applicant.

- 87. My town clerk and council are wondering if the attached document would be the correct formatting for the town council to approve the library applying for the Library Construction bond grant? The town would be going out to bond for the grant once approved.**

We are applying for a repair and rehabilitation of the library.

A87. Resolution I is included in the Solicitation for your use.

- 88. For the resolution to apply for funds from the Board of Trustees who would be the Certification Signature for the library? Concisely**

A88. The President should sign the Resolution and the Secretary of the Board should certify it. In the absence of the President, another officer of the Board such as the Vice-President could sign and be certified by the Secretary of the Board or another officer, if the Secretary is not present.

- 89. If files can be uploaded as part of the application form, is there a file size limit?**

A89. The file size limit is 40MB.

90. With the 7-page limit in the application form, is this page an 8.5 by 11 digital size?

A90. The 7-page limit only applies to Section 6.1.3 of the Solicitation. The 7-page document, along with various other documents will be uploaded to complete your application. The summary will not be typed into the online application itself. Please also see response A10.

91. When is the Community Analysis required and are there level of specificity depending on the type of project?

A91. A community analysis is required for all projects except barrier free and repair projects.

All projects complete a community analysis to the same level of specificity. For more details see Part V of the Solicitation.

92. What is the difference between rehabilitation and repair project?

A92. Repair projects are intended to extend the useful life of a facility and several examples of repair projects are listed in section 6.2.3 of the Solicitation.

Rehabilitation is extensive work to a facility which involves significant changes to the systems and structure of the facility. See response A107 for examples.

93. What if your project is not "solely" a repair project as in section 6.2.3. Can a project be a combination repair and barrier free?

If so, does the Community Analysis need change depending on the amount of repairs compared to barrier free items in a single application?

If it is a combination, do the requirements change? vary?

A93. No. It is not a combination project. If the project is primarily a repair project, the Applicant should submit the application as a repair project. If the project is primarily a barrier-free project, the Applicant should submit the application as a barrier-free project.

The Applicant may use grant funding to complete both the repair work and barrier-free work related to the project, but when submitting the application select the most appropriate category in which the project fits most completely.

All projects that involve only barrier-free improvements should be applied for as a barrier-free project.

A community analysis is not necessary for repair or barrier-free projects.

- 94. What credentials are necessary for the required community analysis and Building Program in Section 2.4.8 and in detail in Part V of the Solicitation for Grant Applications? Would an American Institute of Certified Planners (AICP) planning certification and/or the New Jersey Board of Professional Planners Professional Planner (PP) license meet the requirement?**

A94. The consultant or business completing the community analysis and Building Program must be registered to do business in New Jersey. Please see response A52.

- 95. I understand that work on the online grant application cannot be saved. Once opened and data begun to be entered, does the application “time out” after a period of inactivity? If so, what is the maximum time the application can be inactive before it is timed out?**

A95. Yes, the application will time out after 5 hours of inactivity.

- 96. Is there a place or way to get the actual presentation from the webinar? We would like to print out some parts of the webinar and having the actual presentation would make this so much easier!**

A96. The slides from the TA Session webinar are now available to download on the New Jersey State Library website.

- 97. I noticed that it was mentioned in a FAQ last year that both a municipality and a county commission would need to pass resolutions stating the intention to apply for matching funds when the municipality owns the building and the county system stocks the building. However, there doesn't seem to be anything about a county level resolution in the current instructions.**

I see that an officer of the governing body of a branch library must sign the application. Is that all the county library system is responsible for in the application?

(e) If a public library facility is to be constructed by a municipality with the provision that it be equipped, stocked, staffed, or supported by a public library outside of that municipality (for example, a municipally constructed building that will be operated by a county library as a branch library), the application shall be in the name of the municipality. The application shall be signed by the mayor or chief financial officer and cosigned by an officer of the governing body of the library that is providing services.

A97. Resolution II is used when the municipality is the Applicant and the County Library stocks the building. See A33 for information on signatures required on the Resolution. The Applicant is responsible to fill out the Grant Solicitation. If the county library wishes to assist, that is at the discretion of the Applicant.

98. Will letters of support be accepted in the application portal? If so, how many will be accepted?

A98. No, letters of support will not be accepted in the application portal.