

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.

99. Per Section 2.4.6: what constitutes a “repair”? Are bathroom renovations and window replacements considered “repairs”?

A99. Window replacements are considered a repair; bathroom renovations are considered rehabilitation. See also response A92.

100. If a municipality is applying for a library where it owns the building and the county operates the library, which entity should fill out and sign Resolution I? The language in the template suggests that the County Library System should, but the municipality is the applicant.

A100. See response A97.

101. Are there any size restrictions for files that are uploaded to the portal?

A101. See response A89.

102. Prior to submitting the application, does a space have to be identified for hosting the library during construction/renovation of an existing library?

A102. No.

103. When is the second round of funding going to be announced?

A103. See response A1.

104. Should contingency costs be included in cost estimates?

A104. Yes. See response A123.

105. When architects are asked to provide certification of life expectancy does that apply to things like roof replacements, carpeting, etc. that may not have a life expectancy of 20 years.

A105. See response A53. Life expectancy is calculated on a project by project basis and is for the entire project. As indicated above, an applicant can't carve out

carpets, which is part of the project. However, they go into the entire project, which will have a life expectancy. For instance, a new building is typically given a life expectancy of 40 years.

106. Will a template be provided for the resolution indicating the match?

A106. No, there will be no separate template provided. Please note, Applicants are required to include a certification of matching funds as part of their solicitation application. See Section 2.4.9 and Section 6.6.5 of the Solicitation See also Exhibit C, Certification Statements, and , Sources of Funds and Amount from Each Source.

107. Can you please define rehabilitation versus renovation? Please provide examples.

A107. Renovation is included in the definition of rehabilitation. See N.J.A.C. 15:24-1.3. A renovation typically results in an essentially new building or area within the framework of the old. In a renovation, major elements can be added to the building or relocated within the building. It typically meets new building code requirements. Renovation includes the removal and replacement or covering of existing or exterior finish, trim, doors, windows, or other materials with new materials that serve the same purpose. Renovation also includes the replacement of equipment and fixtures. An example of a renovation is removing walls and adding space to enlarge the children's area of the library, adding storage closets, replacing doors, fixtures, and equipment.

A rehabilitation generally focuses on all or most of the building's basic systems and elements of construction, such as the replacement or strengthening of deficient or damaged structural elements.

Please note, for purposes of a grant application, rehabilitation projects and renovation projects are funded at the same cost per square foot.

108. Our Library is planning to request bond grant funds for the construction of a new library branch on land that now serves as a public parking lot , located across the street from the existing library branch. This is currently where our library customers park their vehicles.

As part of our grant application, in addition to applying for funds to construct the new building, is it permissible to include in our application funding to demolish the existing Library branch and replace the public parking lost on the former branch site?

A108. If demo of the existing library is for the purpose of building a parking lot for use by the general public, then the demolition of the library and building the parking lot is not an eligible cost.

However, if all or a portion of the parking lot is reserved only for library use then all or a portion of the demolition expenses may be eligible costs.

- 109. Are there more specific formatting guidelines? In section 6.1.3 of the solicitation packet, it states a maximum of 7 pages. Is this single-spaced or double-spaced? Is there a font type and size guideline? Do you require any formal cover pages etc (besides labeling the sections with the regulation statutes)? Is there a possibility of the creation of a mock-up of a completed application?**

A109. No cover letter is required. All necessary information will be entered online. No mock-up of the application is planned. See response A14 for formatting.

- 110. I'm looking for clarification on the calculation of square footage and how to include demolition of existing structure.**

As part of the project, we need to demolish part of the existing structure. We are currently at about 9000 square feet. After demolition, we will be at around 7000 square feet. We will then be doing new construction of about 6000 square feet, which will bring our total to about 13000 square feet.

How do we show on the 6.2.1 Floor Area of Project? Section i a. asks for current size, and then section ii b. asks for the size of the construction of an addition. However, this will not add up to the actual size of the building because of the demolition. How do we account for demolition of part of our current structure on this section of the form?

A110. For purposes of calculating square feet on 6.2.1 Floor Area of Project, the Applicant should treat 2,000 sq ft as a rehabilitation/renovation and 4,000 sq ft as an addition. Therefore, (i)(a.) the current size of the facility is 9,000 sq ft; (ii)(b) construction of an addition to an existing building is 4,000 sq ft; and (ii)(c) rehabilitation or renovation to an existing building is 4,000 sq ft. For purposes of calculating cost on the Cost Estimate 6.5.1, the entire 6,000 sq ft will be listed on line 8 as cost of an addition to an existing or purchased building.

- 111. In the case of an applicant being defined as: “Applicant” shall also mean a municipality, in the case in which a library facility is to be constructed by a municipality with the provision that it be equipped, stocked, staffed, or supported by a county or other public library system” ... what documentation is needed from the respective “county or other public library system”? Page 14 indicates that**

the application will be “co-signed’ by an officer of the governing body of the library that is providing services” (2.1.2) and that “If the Application is submitted under Subsection 2.1.2 or 2.1.3 above, an authorized individual from each body shall certify and sign the Application” (2.1.4). Does this mean “county or other public library system” only needs to sign their own Certification Statement (Exhibit C)? Does it imply that this is a joint application and the “county or other public library system” will need to complete their own resolution (Exhibit B)? Are there any other documents that would be needed in this circumstance from the “county or other public library system”? Please confirm.

A111. In this specific case, the Applicant should use Resolution II for authorization to apply for the grant. See responses A33 and A36 for more detail on completing Resolution II.

The Applicant, which is the municipality in this instance, is required to sign Certification C contained within the Solicitation.

See the Checklist, located in the back of the Solicitation, contains a list of documents that must be submitted by the Applicant.

112. Can Community Development Block Grants (CDBG) which are funded from the Department of Housing and Urban Development (HUD), be used as a match for grants provided from the Library Construction Bond Act?

A112. Yes. The Library Construction Bond Act, regulations and solicitation do not preclude the use of CDBG grants to meet the matching funds requirement under the Library Program. It is up to the applicant to determine if the use of CDBG grant funds as matching funds under the Library program complies with the laws and regulations governing Community Development Block Grants.

113. 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? Before we dive into all the logistics of the grant, we would appreciate guidance on the eligibility of this project.

A113. Yes. Total roof replacement is an eligible project for a repair grant.

114. Concerning the determination of who is the applicant - can a municipality that is part of a county library system, who maintains their existing branch building which has been identified for a rehabilitation/renovation project and has a town

appointed library board to govern building issues, be the applicant or must the application be submitted by the County Library Commission or jointly by both?

A114. In accordance with Section 2.1 of the Solicitation, if the municipality is completing the rehabilitation of the building, and the building is stocked and/or staffed by the county library system, then the municipality is the Applicant. If the county library is doing the rehabilitation of a branch library, then the county library commission is the Applicant. See response A37.