

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.

- 115. With regard to Association Libraries that are members of a county library system but are only partially supported with staff and materials and that are identified in New Jersey Public Libraries Organization and Funding issued by the New Jersey State Library in 2014, and who support their own building – who is the applicant for a rehabilitation/renovation project - the municipality, the County Library Commission, or jointly by both?**

A115. The applicant is the association library.

- 116. If the County Library Commission is determined to be an applicant or co-applicant for any library supported through payment of the dedicated library tax – whether a branch library or an Association Library that is also a member of a county library system - must all projects be submitted together as one application and ranked in priority order or can applications be submitted individually with or without a document establishing priority?**

A116. If the county library system is the Applicant and is submitting applications for different locations, each application must be submitted individually and the county library must rank each application in order of priority, need and importance to the Applicant. See response A65.

- 117. If part of a project is in the bid process and funds have been encumbered but not yet spent, does that disqualify those funds awarded and/or encumbered for grant matching funds?**

A117. Any funds encumbered or spent before the list of recommended projects goes to legislature are not eligible as grant funds or matching funds.

- 118. Will applicants be funded at the matching rate for an entire project submitted as long as they meet the square footage, furnishings 30% maximum and exclusive library use parameters or will partial awards be issued based on the volume of grant applications submitted?**

A118. Some projects may be partially funded. If a project is partially funded the Applicant will have an opportunity to modify plans prior to signing the Grant Agreement.

- 119. The information on your website states that library grant money is available for renovations to an existing library building. Our little library needs new windows and a new door, plus siding work. Would our Reading Station be eligible for some grant money for these renovations? Is so, how do we apply?**

This Reading Station is only staffed by volunteers. Would we need someone from the County Library System to apply for this grant for us?

Please let me know how we can get some grant money for renovations.

A119. Reading stations are not eligible Applicants. Applicants are defined in Section 1.2 of the Solicitation as a municipal, county, or joint library established pursuant to N.J.S.A. 40:33-1 et seq., or a library established pursuant to N.J.S.A. 15A:1-1 et seq., and receiving public funds pursuant to N.J.S.A. 40:54-35. The Applicant may want to consult with their local county library system if they are receiving funding from the county library.

- 120. Per Section 2.1 Eligible Applicants and Authorization to Apply The City owns the building and land upon which the library sits. An 80 year lease gives the Library Board the right to conduct library business in the building and to perform routine maintenance. The City is responsible for capital improvements to the building. Our question is whether the Library Board is the proper applicant under these circumstances?**

A120. The Library Board is the applicant.

- 121. Per Section 2.4.8i: Required Community Analysis, Building Program and Schematics. What should the schematic site plan required include?**

A121. See response A56.

- 122. Under Section 5.C-a: Site plan including elevations and location of existing adjacent buildings: Will a satellite location map be sufficient to demonstrate that there are no adjacent buildings**

A122. As long as your site plan includes all necessary requirements then a satellite location map is sufficient solely for the purpose to demonstrate that there are no adjacent buildings. See response A55.

123. Per Section 6.5: Cost Estimate. Is a contingency allowed for the construction estimate and, if so, is there a percentage?

A123. Yes, contingency costs are allowed and should be included in the cost estimate. No contingency cost percentage has been set.

124. Per Section 4.5.5: Eligible Project Costs. “Architectural, engineering, planning, legal, financial, inspection, permit fees or other professional services related to the specific project for which Application for grant funding is made.” Does this include grant administration costs?

A124. No. As noted in Section 1.4.8 of the Solicitation, Grant administration costs of the Applicant are not eligible.

125. Per Section 2.4.4: NJ DEP Approval and Checklist “Applicant Documents” #13: Does the Applicant need a letter from NJ HPO stating there is no HPO certificate of eligibility, opinion or listing regarding the property?

A125. No. The Applicant does not need to provide proof that no NJDEP approvals are required. Section 2.4.4 of the Solicitation will not apply to all projects.

126. The Solicitation for the Library Construction Bond Act identifies a page-limit of 7 pages for the Narrative. It also specifies sub-headings that are required. However, I did not see any specifications for spacing, typeface or point size. What is the recommended or required format?

A126. See response A14.

127. Please address the mechanics of the application process. The Grant Solicitation document includes the Grant Application (Part VI) which includes items not available as separate templates. Do we “fill out” the forms currently in Part VI to attach or will they be included as part of the application process? What about items like 6.1.1—do we fill those out to attach or again will that be part of the application process? Can we access these earlier so we can be ready when we apply?

A127. See response A216.

128. What about the Narrative? Do we attach as separate document or since it must track the items in Part 3—will the application process prompt us for sub-headings 3.1.X or 3.2.X and we just cut-and-paste our information under those headings?

A128. The narrative is a separate document. See responses A12, A14 and A66.