

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.

- 185. Will draft applications submitted prior to the April 6<sup>th</sup> deadline be reviewed by the program for completeness and be given a chance to make revisions? If so, is there a deadline to submit draft applications and receive a response from the program?**

A189. No, draft applications will not be accepted. Only fully completed applications should be submitted.

- 186. Due to potential scheduling conflicts, is it allowable to submit draft certifications or resolutions by the application deadline with the understanding that original, formally approved resolutions and certifications will be submitted as soon as available?**

A190. No, only fully executed resolutions may be submitted with the application.

- 187. Are hard copy originals of the fully signed/executed resolutions and certifications required to be mailed to the granting agency/TEESC/State Library? If so, what is the deadline for the original documents to be postmarked or delivered/in-hand? What is the address these documents should be mailed to?**

A191. No, hard copy originals are not required to be mailed in. As stated in Section 1.4.2 of the Solicitation, the entire process will be completed electronically. See response A33.

- 188. What is the anticipated schedule for award announcements, legislative approval, availability of funds, and payment disbursement dates?**

A192. The estimated dates can be found on the Library Construction Bond Act Timeline located at <https://www.njstatelib.org/wp-content/uploads/2020/01/Library-Construction-Bond-Act-Timeline-1-22-20.pdf>

- 189. Will a denied application submitted for the Winter 2020 round receive a debrief explaining reasons the application was rejected? Will such application (with appropriate revisions) be able to re-apply for funding through a subsequent second round? If an application is denied in the Winter 2020 cycle and re-applies for the**

subsequent round, will such application receive priority consideration over new applications/projects that did not submit for the Winter 2020 round?

A193. Applicants who do not receive funding will not receive a debrief explaining reasons for rejection. The Applicant can re-apply for funding in the next cycle however the application will not receive priority consideration over new applications that did not previously apply.

190. What exactly does “evidence of funding” for the project mean and when exactly is this evidence due, i.e. at the time of application or three months after award notification? If the required resolutions are signed and executed at the time of application, is that significant “evidence of funding” or is more evidence required in three months? If for some reason there were changes in match funding, would that pose a problem with the application?

A194. Evidence of funding is proof that the Applicant has the matching funds available to them i.e. bank statements, wire transfers, etc. There are two stages in which documents of matching funds are required:

- i. At the time the application is submitted, the applicant must provide the required certification/resolution of matching funds;
- ii. And within three months of receiving notification of a grant award, evidence of funding is required.

Yes, changes in the match funding could pose a problem with the application.  
See response A206.

- 195. If an applicant has a small project (e.g. HVAC improvements) does the applicant still need to complete a Building Program section of the proposal?**

A195. No. HVAC improvements are considered a repair project and do not require submission of a building program.

- 196. Please confirm that a new addition to an existing library is considered new construction and so falls under the maximum square footage cost of \$500.00?**

A196. Yes, in accordance with Section 4.4.1 of the Solicitation, a new addition to an existing library is considered new construction with a maximum square footage cost of \$500.

- 197. If the Applicant Library has received a waiver for State Aid and is in the process of rectifying the deficiency, is the waiver sufficient proof to submit with the application? Are other forms or explanations required? If so, what are they?**

A197. In accordance with Section 6.7 of the Solicitation, if a library did not meet the criteria to receive State aid in the prior calendar year the library must explain how

any deficiencies in the building impact the library's ability to meet the minimum criteria for receipt of State Library Aid. Please include the waiver and explanation with the application.

- 198. If the applicant is a county-wide library system, or if an applicant is responsible for multiple library buildings and sites, can that applicant submit one application/project that includes improvements to multiple libraries? Or does each library have to be addressed in separate application? Is one property/library considered one project/application? What if the same improvement (e.g. barrier free) is implemented at each library in the system? Can that be applied for under one application?**

A198. No. One application may not include improvements to multiple library buildings. Each building must be addressed in a separate application even if the same type of improvements are happening at the different locations.

Applicants submitting applications for more than one project must rank each Project in order of priority, need and importance. See response A65.

199. How detailed do the schematic plans need to be? Do there need to be site plans, including grading, drainage and utilities? Or simply detailed enough to show the proposed library building? Do the plans need to be at a specific percentage of completion (e.g. 60% design plans)?

A199. The schematics should be detailed enough to show the proposed library building, parking areas, loading dock, proximity to roads, and nearby buildings on the same property. Elevations are also required. The plans do not need to be at a specific percentage of completion. Interior schematics showing floorplans and furniture layouts are also required. The appropriate scale to use for the schematics is cited in Part V. C of the Solicitation.

- 200. What document format should the attachment uploads be in?**

A200. See response A12.

- 201. What is the word count for the narrative? Is there a format (font, type, margins and line spacing) that was used to determine the required page count number? Will we be uploading the narrative or cutting and pasting it into the web form?**

A201. There is no word count for the narrative. The narrative will be uploaded as an attachment. See also response A14 and A128.

**202. What is the criteria for determining page count for the narrative, that is, how do you determine what is the length of a page?**

A202. The narrative will be uploaded to the application as an attachment. See response A90.

**203. If costs come in higher than the cost estimates provided, how do we request, or can we ask for additional funds?**

A203. No. Applicants are asked to give their best estimate as to costs. If costs exceed the estimates provided, no additional funds will be provided. All extra costs must be covered by the Applicant. A statement to that effect will be included in the Grant Agreement. The requisitioning process will not change.

**204. Can we alter the project if we can provide our portion of the match for additional costs?**

A204. See response A38.

**205. If our current library is being renovated, do we need to submit a building program and/or community analysis as stated in 2.4.8i? The text in the checklist seems to imply that unless new space is being either renovated to re-purpose as library space, or purchased to be used as library space that the building program / community analysis is not needed.**

A205. Yes, pursuant to N.J.A.C 15:24-4.1a(6) an application for a renovation grant must include a building program and community analysis.

**206. Our project will be funded by a private Foundation. Is it necessary for that money to be transferred to the Borough in order for the project to be eligible, or is it acceptable to submit some kind of document that outlines their intention to pay and that funds would be transferred upon start of the project. If this is acceptable, what type of document would be required?**

A206. No, the money does not need to be transferred to the borough before application submission for the project to be eligible. The Applicant must certify on the Certification Statement (Exhibit C) that matching funds will be available and provide details on Schedule 6.6.5 of the Solicitation, Sources of Funds and Amount from Each Source. Within three months following notification of eligibility for a grant award, proof that you have the funds must be submitted. See section 2.4.10 of the Solicitation for types of acceptable documentation. See also response A194.

**207. Does the term equipment mentioned in the application apply to HVAC equipment?**

A207. Yes, the term “equipment” includes HVAC equipment.

**208. Does the building program need to be included in a roofing replacement project?**

A208. A roof replacement would be considered a repair project which does not require a building program.

**209. How do we calculate the footage for an exterior perimeter renovation project?**

A209. The square footage would be calculated as the area covered by the renovation; for example, for a façade improvement the square footage would be the length x height of each side of the building covered by the improvement.

**210. I am working on a library project where they are replacing the existing mechanical equipment because it is dated and at the end of its useful life. I was wondering if this equipment will need to be LEED Certified to be able to apply for the grant or is updating the equipment to meet ASHRAE standards sufficient?**

A210. Neither LEED Certification nor ASHRAE are required to apply for a grant.

**211. Is there a page restriction/suggestion for the Community Analysis?**

A211. No, there is no page restriction/suggestion for the Community Analysis.

**212. Do “Professional Fees” include project administration/construction/grant administration during implementation.**

A212. Professional fees would include project and construction administration costs but not the cost of administering the grant award by the applicant. See response A124.

**213. Please find attached Question in accordance with Paragraph 1.3.6 of the Solicitation for Grant Applications P.L. 2017 c. 149.**

**The New Jersey State Library Solicitation for Grant Application Winter 2020 Cycle invites questions about the Grant Applications pursuant to the New Jersey Library Construction Bond Act. See Section 1.3.6. The questions are to be submitted by email on or before 4 p.m. February 10, 2020. We submit the following.**

**This is a question regarding the application for a grant pursuant to N.J.A.C.**

**15:24. When the municipality owns the land where the Library will be constructed is it necessary to have a lease? If a lease is created between the municipality and the library, is it permissible for the municipality to lease the premises to the Library for nominal consideration as provided in the Local Lands and Buildings Law, N.J.S.A. 40A:12-14 (b) without being deemed in violation of N.J.A.C. 15:21.12.6?**

**If the municipality so leases the land to the Library is it consistent with the requirements of the application for the grant.**

**N.J.A.C. 15:24-2.7 (a) 3 states in part:**

**“The applicant shall be in possession of a fee simple title or such other estate or interest in the project site, including access thereto, as is sufficient to assure undisturbed use and possession of the facility(ies) for not less than 20 years, or shall have met the criteria set forth at (a)4 and (b) and (c) below. Ownership of the site by the applicant includes ownership of the land by the municipality(ies) in which the applicant is located, or the county(ies,) in the case of a county or regional public library application, provided that such land has been formally dedicated to public library use.”**

**Does N.J.A.C. 15:24-2.7 (a) 3 mean that when the municipality owns the site for the Library building and dedicates the site to Library use for not less than 20 years the ownership requirement for the applicant is satisfied. In other words, when the municipality owns the land where the Library building is located is the Library is treated as if it is the owner of the land for purposes of the grant application.**

A213. Per N.J.A.C. 15:21-12.3 and N.J.A.C. 15:21-12:6, in the case of municipal and joint public libraries, municipalities may not rent or lease library facilities to their public libraries. The municipality owns the building but for all intents and purposes, the building is a public library building. The exceptions to this rule are association and county libraries. Association libraries may or may not own their buildings or pay rent. County libraries may own their branches or municipalities may own the buildings which are stocked and staffed by the county library.

When the municipality owns the site for the library building and dedicates the site to Library use for not less than 20 years the ownership requirement for the applicant is satisfied.

- 214. I write regarding pages 16 and 17 of the application. Under 2.4.4 NJDEP Approval, they state, “In advance of submission of an Application, the Applicant must apply for any required approvals from the New Jersey Department of Environmental Protection (“DEP”), including, if necessary, the Historic Preservation Office, and other agencies, as applicable, and must provide proof that such application(s) have been made. Applicants must include the estimated date for receipt of requisite DEP and/or other approvals. Proof may include copies of submissions and/or receipts of submission. Entering into a Grant Agreement is contingent upon receipt of approvals from the above agencies as appropriate.”**

**Our project includes the submission of an Application for Project Authorization Under the New Jersey Register of Historic Places Act, as it entails alterations to a contributing building within the Historic District that is owned by the City. The application has been submitted to the NJ Historic Preservation Office but we do not control their timeline for review and approval. If, after their review, the NJ HPO staff approves the project administratively but it still requires a hearing before the NJ Historic Sites Council approval, final approval may not come for a few months. Would such approval be considered during the evaluation of our application if it received after April 6, 2020 but before June 2020, the estimated date of your recommendations to the legislature?**

A214. Yes, the approval would be considered during the evaluation period as long as proof of submission of the application to NJDEP and other agencies, as applicable, is included in the project application. Entering into a Grant Agreement is contingent upon receipt of approvals from these agencies, as applicable.

- 215. Please further define “Applicant.” If the library is a municipal library and the municipality owns the building and property, who is the applicant; the municipality or the library board president? (Part II, Section 2.1, p. 14)**

A215. The Applicant is the Library’s Board of Trustees. See Section 2.1.2 of the Solicitation.

- 216. Is there an online preview of the grant application on JerseyConnect and/or is it permissible to explore the application on JerseyConnect prior to submitting the grant application?**

A216. No, there is no online preview or exploration of the application prior to submission. Part VI of the Solicitation lays out every question, in order, that you will see in the application. Part IV also details items that need to be uploaded.

- 217. If the library is demolishing the majority of the facility and rebuilding a larger space (larger than the original footprint) is this considered a rehabilitation or new construction? Do we use eligibility according to Part II, section 2.2.1, v. or Part IV, section 4.4.2? (p. 15, 24)**

A217. Demolishing the majority of the building and reconstructing the library would be considered new construction under Part II, Section 2.2.1 and Part IV, Section 4.4.1. See response A110 for purposes of completing 6.5.1 and 6.2.1 worksheets.

- 218. Which State agencies make up the review committee? (TA Webinar, 24:28)**

A218. The State agencies on the review committee will be comprised of individuals with specialized knowledge in fields relevant to review of the grant applications, with specializations including but not limited to engineering, building and historic preservation.

- 219. Please clarify Part I, section 1.5.5. Does this mean that some projects may be partially funded? If a project is partially funded, will the applicant have an opportunity to modify plans to match the funding? (p. 10)**

A219. See response A118.

- 220. Please clarify Part IV, section 4.5.6 *“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.”* If the cost of the furniture and equipment fall under 30% of the total cost of the project, is the total amount included in the 1:1 match? (p. 26)**

A220. Yes, the total amount of the furniture and equipment is included in the 1:1 match.

- 221. When applying for mechanical replacement what should be used for the maximum square footage cost? The size of the replacement unit, which will be small in relation to its cost or the area that is impacted by the replacement?**

A221. The area that is impacted by the replacement should be used in the calculation of total project cost.

- 222. Is there a maximum number of projects for which an application may be made? The webinar intimated that there may be a maximum of six discrete “projects”.**



A222. No, there is no maximum number of projects for which an application may be made. See response A65.

**223. May one “project” have multiple components/; e.g. Main Library Renovation Project as one Project encompassing several rooms? Or ADA Project with two facilities?**

A223. Yes and no. One project may have multiple components. A main library renovation that encompasses several rooms would be considered one project. However, ADA projects in two separate facilities would be two separate projects. Applicants submitting Applications for more than one project must rank each project in order of priority, need and importance. See response A65.

**224. Must the *Community Analysis* be prepared solely by the Project Architect? Or may the Applicant and the Project Architect collaborate on this requirement?**

A224. See response A52.

**225. When is the Resolution from City Hall required? With the Application?**

A225. The Resolution is required with submission of the application.

**226. Are the State Priorities ranked or just listed?**

A226. The State Priorities are listed in the Solicitation in no particular order.

**227. We have two Branches that require elevators. Is that one ADA project or two?**

A227. It is two projects. See response A223.

**228. If applying under the “barrier-free improvements to existing or purchased public library building(s)” category, can you complete this as one project for all library buildings in the branch? As an example, if a library has three branches operating in separate buildings, can that library do an ADA project for all buildings in one application as an overall barrier free project?**

A228. See response A65.

**229. Can the applicant develop the future library services for 2030 for the application narratives based on general research and current community needs? Do we need to site research sources? Or does this have to be a formal planning process?**

A229. To make the application more thorough, sources may be cited in the narrative. The applicant does not have to undergo a formal planning process, however it is a good idea to have input from the community.