State of New Jersey

New Jersey Library Construction Bond Act Technical Assistance Session

Presented by:
New Jersey State Library

Mary Chute, State Librarian
Presenters

• New Jersey State Library
  • Mary Chute, State Librarian
  • David Dean, Associate Director of Information Technology
  • Tina Keresztury, Project Consultant
  • Sheri Shafer, Chief Financial Officer

• New Jersey Educational Facilities Authority
  • Eric Brophy, Executive Director
  • Jamie O’Donnell, Senior Communications Manager

• Eckert Seamans Cherin & Mellott, LLC (Bond Counsel)
  • Robert Tuteur, Member
Background of Program

• New Jersey Library Association’s advocacy efforts were significant to advancing legislation for the New Jersey Library Construction Bond Act.

• In November 2017, New Jersey voters approved a $125 million public referendum, which authorized the State to issue bonds for the construction, reconstruction, development, extension, improvement and furnishing of New Jersey’s public libraries.

• The State Librarian, in consultation with the President of Thomas Edison State University, is authorized to administer the program and promulgate regulations.
Purpose

• The purpose of the Library Construction Bond Act is to improve New Jersey’s public library facilities in order to ensure the well-being and success of New Jersey’s residents.

• All people of New Jersey should have equitable access to New Jersey public library facilities, collections, technological resources, and services regardless of age, color, race, religion or creed, gender or sexual preference, socioeconomic level, or disability.
Overview of Program

• Grants will be provided through a competitive solicitation process in multiple funding rounds
  • Winter 2020 Cycle – Funding in an amount not to exceed $87.5 million will be available

• Eligible Applicants: All New Jersey municipal, county, joint, and association public libraries. Also applicant may be a municipality, in the case in which a library facility is to be equipped, stocked, staffed or supported by a county or other public library system. (See Section 2.1)

• Approved grants shall support no more than fifty percent (50%) of the cost of the Project and the Applicant shall provide matching funds to support at least fifty percent (50%) of the cost of the Project.

• Applications that do not receive a grant award will have the option to reapply during the next cycle.
Participants in Implementation

• New Jersey State Library
• Thomas Edison State University
• Governor’s Office
• New Jersey Department of Treasury
• Office of the Attorney General
• New Jersey Educational Facilities Authority (NJEFA)
• Eckert Seamans Cherin & Mellott, LLC
State Library’s Role

To oversee the administration of the Library Construction Bond Act Program
• Establish rules and regulations for the Program
• Develop application criteria and procedures
• Establish a review process
• Affirm selections of potential grant awardees
• Coordinate the process with the President of TESU
• Submit a list of selected projects to the Legislature
• Submit an appropriations request for the program
• Notify awardees
• Enter into contracts with the awardees
• Monitor progress of projects
NJEFA’s Role

• NJEFA has decades of experience in the administration of construction grant programs for higher education through the Higher Education Capital Facilities Grant Programs and libraries through the 2002 Public Library Grant Program.

• NJEFA entered into a Memorandum of Understanding ("MOU") with the State Librarian and President of Thomas Edison State University in September 2019 to assist with implementation and administration of grant program.
Bond Counsel’s Role

- Grant Agreements, Due Diligence and determination of what eligible costs can be paid out of grant proceeds
- IRS rules for tax-exempt bonds
  - Private use
  - Shared space
  - Use of grant funds
- Record keeping
- Examples of disqualifying projects/elements
- Transfers of Facilities
Solicitation Overview and Components

- Part I – General Information and Guidance
- Part II – Eligibility of Applicants and Projects for Funding
- Part III – Evaluation and Selection Criteria
- Part IV – Program Funding Parameters
- Part V – Community Analysis and Building Program
- Part VI – Grant Application
Part I – General Information and Guidance
Part I - Critical Deadlines – Application Submission

• Applications for Winter 2020 Cycle will be accepted beginning March 9, 2020 through 4:00 PM EDT April 6, 2020

• Applicants will be considered for funding during Winter 2020 Cycle if they meet the following conditions:
  • Applications must be submitted in the manner set forth in the Solicitation
  • Applications must be received by the deadline
  • Applications must have all of the required information
  • Applicants and projects must be determined eligible
Part I - Critical Deadlines – Q&A

• Questions on the Solicitation may be submitted to QandA@njefa.nj.gov until February 10, 2020 at 4:00 pm

• Phone calls and faxes will not be accepted

• Q&A Documentation and Addenda, if any, to the Solicitation may be posted at https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act no later than February 14, 2020
  • Check regularly for updates

• All Applicants must certify that they have reviewed and are familiar with the Q&A Documentation and Addenda before an application is submitted
Part I - Submission of Applications - Steps

• Visit http://bond.njstatelib.org/
• Log in or register
• Start an application
• Attach required documents
• Complete and submit your application
• Review your application
Part I - Submission of Applications - Demo

- Log in or register
Part I - Submission of Applications - Demo
Part I - Submission of Applications - Demo

• Start an application

Application Guidelines
See this page for guidelines – Library Construction Bond Act

HelpDesk
Library Construction Bond
Welcome! You can fill out a library construction bond application below.

What do you need help with?

Application for Funds
Part I - Submission of Applications - Demo

• Attach required documents
Part I - Submission of Applications - Demo

• Complete and submit your application

Use this button to submit your application
Part I - Submission of Applications - Demo

• Review your application

Application Guidelines
See this page for guidelines – Library Construction Bond Act

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Library Construction Bond
Welcome! You can fill out a library construction bond application below.

What do you need help with?

Application for Funds
Part I - Submission of Applications - Demo
Part I - Submission of Applications - Demo
Part II – Eligibility of Applicants
Applicant Eligibility

• All New Jersey municipal, county, joint, and association public libraries

• Municipalities can also be applicants in the case in which a library facility is to be constructed by a municipality with the provision that it be equipped, stocked, and staffed or supported by a county or other public library system.
Project Eligibility

• Eligible Projects
  • Acquisition of land for construction of new buildings or expansion of public library buildings
  • Construction of a new building to be used as a public library
  • Construction of an addition to an existing building used as a public library
  • Acquisition of a building to be used as a public library
  • Rehabilitation of existing library or building purchased to be public library
  • Repair of public library buildings
  • Barrier-free improvements

• Ineligible Projects
  • Refurbishing of an existing building when not part of rehabilitation project
  • Custodial building maintenance, preventative maintenance and minor repairs which are non-capital in nature
  • Non-public library use areas in mixed-use buildings
Allowable Match

• Approved grants shall support no more than fifty percent (50%) of the cost of the Project and the Applicant shall provide matching funds to support at least fifty percent (50%) of the cost of the Project.

• Matching funds must equal the grant amount dollar-for-dollar.

• Eligible matching funds: cash, local governmental appropriations, grants, funds from any private or Federal source, and proceeds of bonds issued by or on behalf of the Applicant.

• Grants from State of New Jersey sources may not be used to satisfy matching requirement.

• After notification of grant award, applicants will have 3 months to submit copies of the ordinance of appropriation or other evidence.

• If applicants are unable to provide this evidence within 3 months the grant may be cancelled.
Sources of Match

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Amount</th>
<th>Date Funding Will be Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Total grant requested*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. Cash on hand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Budgeting appropriations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv. General obligation bonds or debt to be authorized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v. Negotiable or non-negotiable securities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi. Gifts or bequests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vii. Federal funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>viii. Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please document:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Grant Requested</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total Funding All Sources</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

* Grant fund requests cannot exceed $12,500,000
Part III – Evaluation and Selection Criteria
Part III – Application Review and Evaluation Process

• Applications will be reviewed for completeness and projects for eligibility

• Applications that are complete and meet eligibility criteria will be reviewed by a Review Committee established by State Librarian

• Applications that are incomplete or ineligible will be rejected for this cycle
Part III – Application Review and Evaluation Process

• Applications will be scored by the Review Committee pursuant to the Evaluation and Selection Criteria

• The Review Committee is selected by the State Librarian and will include representatives from various State agencies

• The Review Committee will make recommendations to the State Librarian who will make recommendations to the President of Thomas Edison State University

• The President shall prepare and certify a list of projects and approved grant amounts to the Legislature

• Grant awards are subject to Legislative review, appropriation by the Legislature and issuance of bonds
Part III – State Priorities

• Access
  • Construction and rehabilitation to further access to library services with an emphasis on equal access for all people to easily use library resources and services.

• Public Space
  • Enhancement of public libraries to serve as public spaces and community centers in which people engage and interact for civic, educational, informational and recreational purposes.

• Technology Infrastructure
  • Optimization of the technological infrastructure to promote access to the Internet, electronic resources, and instruction in their use(s) helping all people to bridge the digital divide.

• Services
  • Growth in the critical public library services available to the citizens of New Jersey (including those that support education, employment, welfare, job training, career assistance, college preparation, securing government assistance, and civic services).
Part III – Project Evaluation Criteria

• Barrier-Free
• Socioeconomic Profile
• Current Needs
• Digital Divide
• Future Projected Needs
• Resiliency
• Public Library Standards

• Current Building Standards
• Functionality of Public Library Building
• Enhancement
• New Services
• Degree of Community Support/Partners
• Operation and Maintenance
• Cost-Effectiveness
Part IV – Program Funding Parameters
Part IV – Maximum & Minimum Awards

Maximum and Minimum Grant Awards

• Maximum grant award: $12.5 million
• Minimum grant award: $50,000
• Exceptions to minimum award:
  • Barrier-free only projects
  • If population served is less than 12,500 people and 2018 equalized per capita valuation is less than $200,000
Part IV – Costs Per Square Foot

Maximum Square Footage Costs

• New construction or addition to public library: $500 per square foot
• Rehabilitation, renovation repairs and barrier free improvements: $350 per square foot
• Registered historic site rehabilitation, renovation and repair: $500 per square foot
• Grant funds will only cover square footage of space to be used as a public library. The cost of shared space will be prorated based on the % of public library use to total use.
Calculation of Shared Space Example

• New construction of 10,000 square foot building that includes a 6,000 square foot library and 4,000 square feet of municipal offices:

<table>
<thead>
<tr>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,000 sq. ft. library</td>
<td>6,000</td>
</tr>
<tr>
<td>÷ 10,000 sq. ft. total space</td>
<td>10,000</td>
</tr>
<tr>
<td>60% Prorated share of project cost</td>
<td>50%</td>
</tr>
<tr>
<td>$5,000,000 total project cost</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>X 60% public library share</td>
<td></td>
</tr>
<tr>
<td>$3,000,000 Maximum amount of grant including matching funds</td>
<td></td>
</tr>
</tbody>
</table>
Calculation of Grant and Matching Funds

- New construction, 10,000 square foot project, 100% public library use:

<table>
<thead>
<tr>
<th>10,000 square feet</th>
<th>X $500 cost per square foot</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000,000 total project cost</td>
<td></td>
</tr>
<tr>
<td>$2,500,000 grant request</td>
<td></td>
</tr>
<tr>
<td>$2,500,000 match requirement</td>
<td></td>
</tr>
</tbody>
</table>

- New construction, 10,000 square foot municipal building, 60% public library, 40% other usage:

<table>
<thead>
<tr>
<th>10,000 square feet</th>
<th>X 60% public library usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,000 public library square feet</td>
<td></td>
</tr>
<tr>
<td>X $500 cost per square foot</td>
<td></td>
</tr>
<tr>
<td>$3,000,000 total eligible project cost</td>
<td></td>
</tr>
<tr>
<td>$1,500,000 grant request</td>
<td></td>
</tr>
<tr>
<td>$1,500,000 match requirement</td>
<td></td>
</tr>
</tbody>
</table>
Grant and Matching Fund Examples

- Rehabilitation of current building, 10,000 square feet, that is shared 60%/40% public library/other municipal space, plus 3,000 square foot addition:

<table>
<thead>
<tr>
<th>Current building:</th>
<th>New addition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000 square feet</td>
<td>3,000 public library square feet</td>
</tr>
<tr>
<td>X 60% public library usage</td>
<td>X $500 cost per square foot</td>
</tr>
<tr>
<td>public library square</td>
<td></td>
</tr>
<tr>
<td>6,000 feet</td>
<td>$1,500,000 total eligible project cost</td>
</tr>
<tr>
<td>X $350 cost per square foot</td>
<td></td>
</tr>
<tr>
<td>$2,100,000 total eligible project cost</td>
<td></td>
</tr>
<tr>
<td>$1,050,000 grant request</td>
<td>$750,000 grant request</td>
</tr>
<tr>
<td>$1,050,000 match requirement</td>
<td>$750,000 match requirement</td>
</tr>
</tbody>
</table>

**Total Project:**
- $1,800,000 total grant request
- $1,800,000 total match requirement
- $3,600,000 total project cost
Grant and Matching Fund Examples

- Barrier-free rehabilitation, 2,000 square foot project, 100% public library use:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,000 square feet</td>
<td>$350 cost per square foot</td>
</tr>
<tr>
<td>Total project cost</td>
<td>$700,000</td>
</tr>
<tr>
<td>Grant request</td>
<td>$350,000</td>
</tr>
<tr>
<td>Match requirement</td>
<td>$350,000</td>
</tr>
</tbody>
</table>
Higher Cost Per Square Foot Example

New construction, 10,000 square foot project with cost per square foot of $600:

- Total project cost:
  
  \[
  \begin{array}{|c|c|}
  \hline
  \text{10,000 square feet} & \times \ \text{\$600 cost per square foot} \\
  \text{\$6,000,000 total project cost} \\
  \hline
  \end{array}
  \]

- Allowable project cost:
  
  \[
  \begin{array}{|c|c|}
  \hline
  \text{10,000 square feet} & \times \ \text{\$500 maximum allowable cost per square foot} \\
  \text{\$5,000,000 maximum allowable cost} \\
  \hline
  \end{array}
  \]

- Total sources of funds:
  
  \[
  \begin{array}{|c|c|}
  \hline
  \text{\$2,500,000 grant funds (50% of max allowable)} \\
  \text{\$2,500,000 match (50% of max allowable)} \\
  \text{\$1,000,000 additional local funding} \\
  \text{\$6,000,000 total project cost} \\
  \hline
  \end{array}
  \]
Part IV - Eligible Project Costs

• Acquisition of land
• Acquisition of existing building(s) to be used as a public library
• Construction of new building
• Construction of addition(s) to existing public library building
• Rehabilitation and repair of any existing public library building or building(s) purchased to be a public library
• Site grading and other land improvements

• Professional services such as architectural, engineering, planning, legal, financial, inspection, permit fees
• Acquisition and installation costs for equipment, including building fixtures, utilities, furniture & equipment, telecommunications, etc.
  • Equipment has a useful life of 5+ years
  • No more than 30% of furniture & fixture costs are eligible for grant funding
• Moving Costs
• Costs for moving to/from temporary public library facility and related rent up to 18 months
• Offsite storage and related moving costs up to 18 months
Part IV - Ineligible Project Costs

• Applicants may not use as matching funds, and grant funds may not be used to reimburse any expenditures incurred before the day the approved list of projects is submitted to the Legislature
  • Note, however, that no cost will be reimbursed unless and until the Legislature enacts an appropriation for the project and there is a fully executed Grant Agreement for the project.

• Expenses for moving to/from temporary library facility and rent after 18 months

• Expenses for off-site storage and related moving costs for more than 18 months

• Debt service payments and other issuance costs incurred at the local level
Part V – Community Analysis and Building Program
Part V

• Community Analysis
• Building Program
• Schematics
Part VI – Grant Application
# Part VI – Checklist

## Application Documents

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Application</strong> – Application answers entered online. <a href="http://bond.njstatelib.org/">http://bond.njstatelib.org/</a></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Executive Summary</strong> (See PART VI, Section 6.1.2 – Max. 125 words)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Seven Page Narrative</strong> (See PART VI, Section 6.1.3 – Max. 7 pages)</td>
<td></td>
</tr>
</tbody>
</table>
| 4 | **Library Templates**  
   6.2.1 Floor Area of Project  
   6.2.2 Estimated Materials and Seating Capacity  
   6.5.1 Cost Estimate  
   6.6.1 – 6.6.4 Proposed Method of Project Financing Grant Funds  
   6.6.5 Sources of Funds  
   Construction Schedule |   |
| 5 | **Resolution(s) to Apply:**  
   **Resolution I** – Signed and dated by the appropriate official (See Exhibit A)  
   **Resolution II** – In the case of joint projects, both the municipality and the library/nonprofit agency/association library must be signatories, and each must submit a Resolution to Apply (See Exhibit B) |   |
| 6 | **Other Requisite Resolutions** (if applicable) - Bond ordinance or resolution of intent to provide funding. |   |
Part VI – Checklist
Application Documents

|   | **Site of Library** - Legal description of the site and copy of the deed or lease, or proof of unconditional use of the site for 20 years or more.  
Resolution – Resolution of the local governing body dedicating the site for library use only.  (See PART II, Section 2.4.7l) |   |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Building Program/Community Analysis</strong> - A building program which includes a community analysis prepared by the Project building consultant or Project architect for rehabilitation, reconstruction, or renovation of a purchased building to be used as a public library and for the construction of a new library building or addition (See PART II, Section 2.4.8i and PART V).</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Schematic Plans</strong> - Schematic plans for the Project, which include a site plan, elevations, and floor plans with furniture layouts, for renovation and new construction projects.  (See PART II, Section 2.4.8i and PART V)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Certification of Life Expectancy</strong> - A statement of the useful life of any project, including equipment as determined either by reference to the Internal Revenue Class Life Asset Depreciation Range System set forth in Revenue Procedure 87-56, as amended, supplemented, superseded or by appraisal of any independent engineer or accounting firm as appropriate.  (See PART II, Section 2.4.8ii)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Certification Statements</strong> (See Exhibit C)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>State Aid Certification</strong> - If minimum criteria for State Library Aid was not met, attach explanation and justification.</td>
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<tr>
<td>12</td>
<td></td>
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</tr>
</tbody>
</table>

|   | **Agency Approvals** – Proof of submission for any necessary approvals from the New Jersey Department of Environmental Protection, including the Historic Preservation Office, and other agencies, as applicable. (Copies of submission and/or receipts). |   |
|---|---|
| 13 |   |   |

|   | **Letter of Intent** – In cases where an applicant is proposing to acquire land and/or building(s), the applicant shall submit a letter of intent to purchase such land and/or building(s). Include proof of ownership and a copy of the resolution dedicating land to public library use. (The letter of intent may be in the form of: a resolution of the governing body(ies) of the municipality(ies) of the applicant or the county(ies) in the case of a county or regional public library; a letter of intent to purchase; a contract for the purchase; and/or other legal documents as determined by the applicant’s attorney to be proof of intent and as acceptable to the President of Thomas Edison State University and the State Librarian. When the purchase of land is complete, the land must be formally dedicated to public library use.) (See PART II, Section 2.4.7 II) |   |
| 14 |   |   |
## Part VI – Checklist

### Architect/Engineer

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td><strong>Documentation of Value</strong> - Documentation of the value of the land, and, if applicable, any structures upon it, will be required to determine that each land purchase is reasonable and comparable in price to other land purchases in proximity to the land to be acquired. Provide at least one recent real estate comparison. The appraisal must be prepared by an independent appraiser licensed by the State of New Jersey. (See PART II, Section 2.4.7ia)</td>
</tr>
<tr>
<td>16</td>
<td><strong>Land Purchase Summary</strong> (See Part VI, Section 6.3 Max. 4 pages)</td>
</tr>
<tr>
<td>17</td>
<td><strong>Certification of Need for Mechanical Systems</strong> - For building repairs of mechanical systems, an architect shall include an analysis of the system(s) requiring repair. The architect must be licensed by the State of New Jersey. The architect must include a certified statement of the need for the repair, a cost estimate, and a drawing or schematic of the repair. (See PART II, Section 2.4.6)</td>
</tr>
<tr>
<td>18</td>
<td><strong>Certification of Need for Other Than Mechanical Systems</strong> - For building repairs other than mechanical system repair(s), an architect, engineer or company supplying the cost estimate for the repair, must certify that the repair is needed and provide an explanation of the repair with the cost estimate. The engineer or company must also be registered in New Jersey. A drawing or schematic of the repair must be provided. (See PART II, Section 2.4.6)</td>
</tr>
<tr>
<td>19</td>
<td><strong>Statement of Proration of Eligible Project Costs</strong> – Statement by the architect, engineer or company providing the estimate, if applicable. This statement is to be used for projects involving non-public library use area and projects involving shared space. Please attach, if applicable. (See PART II, Section 2.5.9)</td>
</tr>
<tr>
<td>20</td>
<td><strong>Barrier-free Certification</strong> – An architect, or the company providing the quotation for improvement, must include a certified statement of the need for the improvement, a cost estimate, and a drawing or schematic of the improvement. (See PART II, Section 2.4.5i)</td>
</tr>
</tbody>
</table>
## Part VI – Checklist

### Architect/Engineer

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Cost Estimate of the Project</td>
<td>Prepared by the Project architect, engineer, or company.</td>
</tr>
<tr>
<td>22</td>
<td>Building Analysis</td>
<td>For each rehabilitation, reconstruction, and/or building acquisition Project, a Building Analysis shall be prepared by an architect licensed in the State of New Jersey and shall be submitted as part of the application. The architect or building consultant shall prepare a Building Program and such program shall be submitted as part of the application. The architect shall certify that the rehabilitated structure and all its component parts shall have a life expectancy of 20 years or more from completion of the Project. Analyses made by the architect regarding the following shall be submitted in substantiation of the suitability and practicality of the acquisition, construction, rehabilitation, or repair: 1. The architect’s certification that the building is structurally sound; 2. A determination that the building is suitable for acquisition or rehabilitation and upon completion will require no more than normal, annual maintenance; 3. The evaluation of the space requirements and allocation of space demonstrating that the structure, as acquired or rehabilitated, will serve the specific needs of the applicant and its community as defined in the library building program submitted as part of the grant application; and 4. An analysis of all mechanical aspects of existing construction to determine the need for replacement or improvement.</td>
</tr>
<tr>
<td>23</td>
<td>Architect’s Certification</td>
<td>Certification from an architect as to the building’s suitability for acquisition or rehabilitation in the case of a purchased library building.</td>
</tr>
<tr>
<td>24</td>
<td>Statement of Intent (LEED)</td>
<td>A statement of intent from an architect that the Project design aspires to meet Leadership in Energy and Environmental Design (LEED) silver level or higher certification when applicable.</td>
</tr>
<tr>
<td>25</td>
<td>Statement of Intent (Green)</td>
<td>A statement of intent from the architect that the building utilizes Green design elements and a listing of such elements. This statement is not needed if the intent is to apply for LEED or WELL certification.</td>
</tr>
<tr>
<td>26</td>
<td>Statement of Intent (WELL)</td>
<td>A statement of intent from an architect that states the Project design aspires to meet WELL certification standards for improving human health and well-being in buildings when applicable.</td>
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## Part VI – Grant Application Requirements

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<tr>
<th>Application Requirements</th>
<th>Construction</th>
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Part VI – Checklist
Application Documents – Project Schedule

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Part VI - Exhibits

• Exhibit A – Resolution I
• Exhibit B – Resolution II
• Exhibit C - Certification Statements
EXHIBIT A
RESOLUTION I

Resolution to Apply for Funds: This document must be included with the completed application as documentation that the Public Library is authorized by its governing body to submit this application.

The ___________________________ Board of Trustees County Library
Name of Library

Commission hereby certifies that permission has been granted to apply for the Project grant entitled the New Jersey Library Construction Bond Act for the purposes described in the application in the amount of:

$ __________

The filing of this application was authorized at the official meeting of the governing body of the Library held on:

___________________________
Date

___________________________
Signature

Certification Signature

___________________________
Typed Name and Title

Typed Name and Title

___________________________
Date

___________________________
Date
EXHIBIT B

RESOLUTION II

Resolution to Apply for Funds: Two copies of this resolution must be included in the completed application. Each of the municipality and the library/nonprofit agency association/library must certify that they are authorizing their governing bodies to submit the grant application. This resolution may be executed in counterparts, each of which shall be an original and all of which together shall be one instrument.

The Municipality

and the Library/Nonprofit Agency

hereby certify that permission has been granted to apply for the project entitled the New Jersey Library Construction Bond Act, in the amount of:

$

The filing of this application was authorized at the official meeting of the governing body of the Municipality/Library/Nonprofit Agency held on:

For the Municipality:

Signature

Certification Signature

Typed Name and Title

Typed Name and Title

Date

Date

For the Library/Non-Profit Agency:

Signature

Certification Signature

Typed Name and Title

Typed Name and Title

Date

Date

55
Part VI – Exhibit C – Certification Statements

• Exhibit C - Certification Statements
  • Match
  • Compliance with Laws
  • Technology
  • Barrier-free
  • State Aid
  • Review of Question and Answer Documentation
  • Promotional Materials
  • Maintenance
  • Application information and data
Bond Counsel

• Grant Agreements with form of requisition
• Reimbursement cut off date
• Ineligible Costs – costs which are not capital in nature
• Useful life
Calendar

November 4, 2019
Regulations Published

January 6, 2020
Solicitation Released

January 6, 2020
Question and Answer Period Begins

January 7, 2020
Issue Bonds

January 22, 2020
TA Session

February 10, 2020
Question Deadline to QandA@njefa.nj.gov

February 14, 2020
Final Q&A Documentation Posted

March 9, 2020
Application Acceptance Begins

April 6, 2020
Application Deadline

June 2020*
Recommendations to Legislature

July 2020*
Grant Recipients Notified

July 2020*
Proof of Funding Submitted

July-August 2020*
Grant Agreements Executed

July – September 2020*
Funds Available

*Estimated dates subject to change
All people of New Jersey should have equitable access to New Jersey public library facilities, collections, technological resources, and services regardless of age, color, race, religion or creed, gender or sexual preference, socioeconomic level, or disability.

Thank You