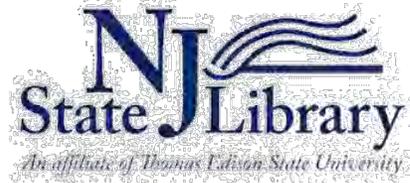




State of New Jersey



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

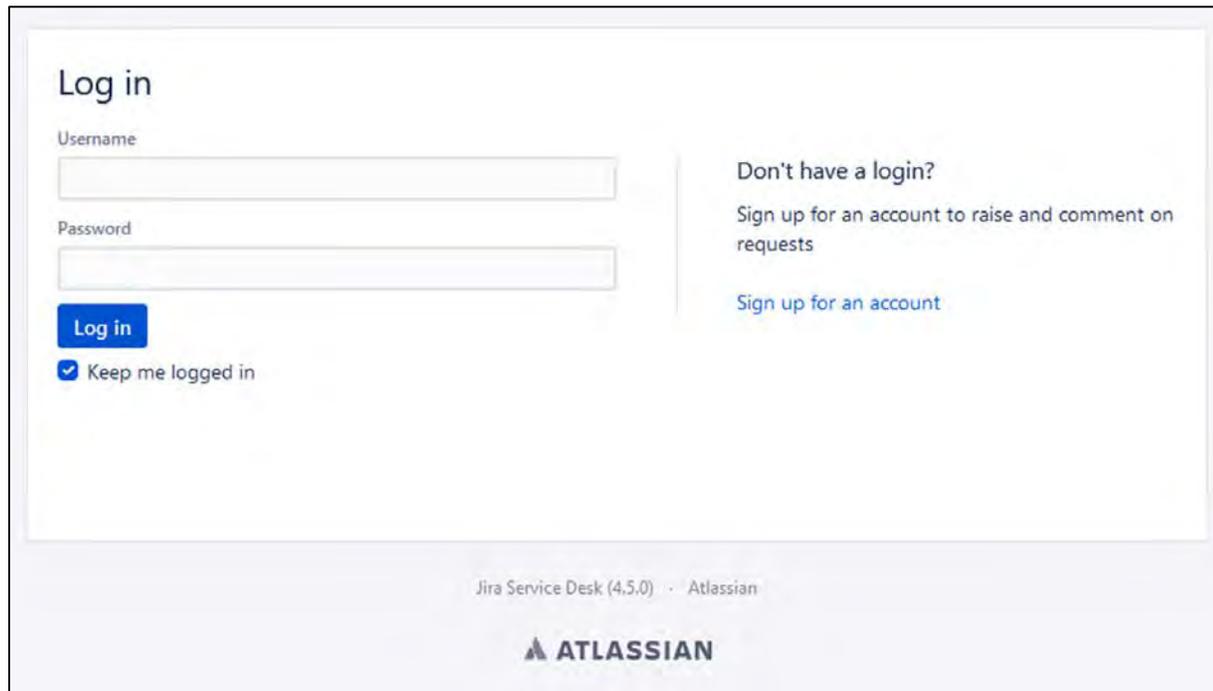
- Questions on the Solicitation may be submitted to QandA@njefa.nj.gov until February 10, 2020 at 4:00 pm
- Phone calls and faxes will not be accepted
- Q&A Documentation and Addenda, if any, to the Solicitation may be posted at https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act 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

- Visit <http://bond.njstatelib.org/>
- Log in or register



The screenshot shows the login interface for Jira Service Desk. It features a 'Log in' heading, a 'Username' input field, a 'Password' input field, and a blue 'Log in' button. Below the button is a checked checkbox labeled 'Keep me logged in'. To the right of the input fields, there is a link 'Don't have a login?' followed by the text 'Sign up for an account to raise and comment on requests' and another link 'Sign up for an account'. At the bottom of the page, it says 'Jira Service Desk (4.5.0) · Atlassian' and the 'ATLASSIAN' logo.



The screenshot shows the sign-up interface for Jira Service Desk. It features a 'Sign up for an account' heading, an 'Email' input field, a 'Password' input field, and a 'Show password' checkbox. Below the password field is a 'Full name' input field. Underneath is a CAPTCHA prompt: 'Please enter the word as shown below' followed by a text input field. The CAPTCHA image shows the word 'pusamid' in red cursive. At the bottom, there is a blue 'Sign Up' button and a link 'Back to login'.

Part I - Submission of Applications - Demo

Log in

Username

Password

[Log in](#)

Keep me logged in

Don't have a login?
Sign up for an account to raise and comment on requests

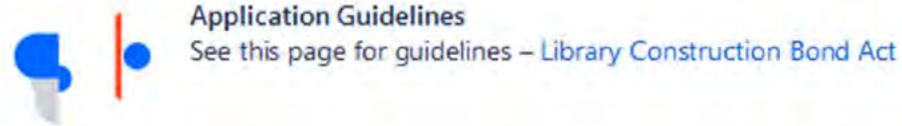
[Sign up for an account](#)

Jira Service Desk (4.5.0) · Atlassian

 **ATLASSIAN**

Part I - Submission of Applications - Demo

- Start an application



HelpDesk

Library Construction Bond

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

Part I - Submission of Applications - Demo

- Attach required documents

HelpDesk / Library Construction Bond
Application for Funds
Visit the Library Construction Bond Act page for attachment templates: [Library Construction Bond Act](#)

Attachments

Ⓜ Drag and drop files, paste screenshots, or
browse

Applicant Info

Name of Library

Example Public Library

Name of Applicant(s)

Example Township

Type of Library

Municipal

Add attachments here

HelpDesk / Library Construction Bond
Application for Funds
Visit the Library Construction Bond Act page for attachment templates: [Library Construction](#)

Attachments

Ⓜ Drag and drop files, paste screenshots, or
[browse](#)



Library Construction Bond Sample Printout
-BOND-5.pdf - 7.64 kB - application/pdf



Library Construction Bond Sample Printout -
BOND-6.pdf - 20.84 kB - application/pdf

Applicant Info

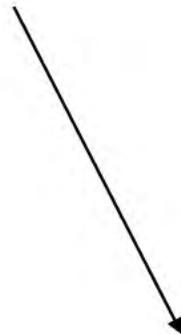
Name of Library

Example Public Library

Part I - Submission of Applications - Demo

- Complete and submit your application

Use this button
to submit your
application



Total Grant Requested

500000

6.6.5 Funding Sources

Included in Excel spreadsheet as Tab 6.6.5

6.7 State Library Aid

6.7.1 Did the library meet the minimum criteria for receipt of State Library Aid the prior calendar year?

Yes

No

6.7.2 If not, please upload an explanation of how any deficiencies in the public library building impact the library's ability to meet the minimum criteria for receipt of State Library Aid.

Instructions-Label this document State Library Aid.

6.8 Application Documents

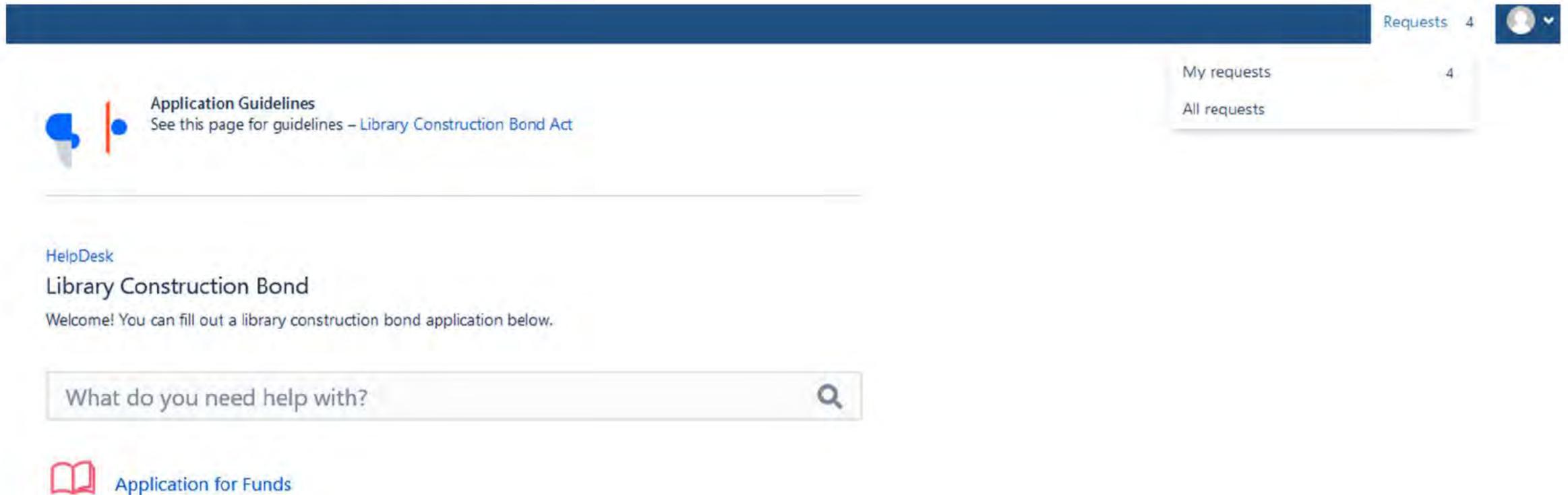
Upload the following materials labeled as shown below:

- Checklist
- Exhibit A - Resolution I
- Exhibit B - Resolution II
- Exhibit C - Certification Statements

Create Cancel

Part I - Submission of Applications - Demo

- Review your application



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with the text "Requests 4" and a user profile icon. A blue arrow points from the top right towards the "Requests 4" text. Below the navigation bar, there is a section titled "Application Guidelines" with a speech bubble icon and the text "See this page for guidelines - Library Construction Bond Act". Below this, there is a "HelpDesk" section for "Library Construction Bond" with the text "Welcome! You can fill out a library construction bond application below." and a search bar containing the text "What do you need help with?". At the bottom, there is a section titled "Application for Funds" with a book icon.

Requests 4

My requests 4

All requests

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



HelpDesk / Library Construction Bond / BOND-8

Renovation of State Library **RECEIVED**



Comment on this request...



Activity



applicant@example.com Just now **LATEST**

Library Construction Bond Sample Printout -BOND-5-1.pdf (8 kB)

Library Construction Bond Sample Printout - BOND-6-1.pdf (21 kB)

Viewing Form

Bond Application



Applicant Info

Don't notify me

Request withdrawal

Shared with



applicant@example.com
Creator

Attachments

[Download All](#)



Library Construction Bond Sample Printout
- BOND-6-1.pdf

Just now

21 kB



Library Construction Bond Sample Printout
BOND-5-1.pdf

Part I - Submission of Applications - Demo

HelpDesk Help Requests 4

Application Guidelines
See this page for guidelines – Library Construction Bond Act
For withdrawal instructions, visit the Withdrawal Instructions page

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

What do you need help with?

Application for Funds

HelpDesk / Library Construction Bond / BOND-8
Renovation of State Library RECEIVED

Comment on this request...

Activity

applicant@example.com Just now **LATEST**
Library Construction Bond Sample Printout - BOND-5-1.pdf (8 kB)
Library Construction Bond Sample Printout - BOND-6-1.pdf (21 kB)

Viewing Form

Bond Application

Applicant Info

Don't notify me
 Request withdrawal

Shared with
applicant@example.com
Creator

Attachments [Download All](#)

Library Construction Bond Sample Printout - BOND-6-1.pdf	Just now	21 kB
Library Construction Bond Sample Printout - BOND-5-1.pdf		

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

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

6,000 sq. ft. library	
$\div 10,000$ sq. ft. total space	
60% Prorated share of project cost	
\$5,000,000 total project cost	
$\times 60\%$ public library share	
\$3,000,000 Maximum amount of grant including matching funds	

Calculation of Grant and Matching Funds

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

10,000 square feet
X <u>\$500</u> cost per square foot
<u>\$5,000,000</u> total project cost
\$2,500,000 grant request
\$2,500,000 match requirement

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

10,000 square feet
X <u>60%</u> public library usage
6,000 public library square feet
x <u>\$500</u> cost per square foot
<u>\$3,000,000</u> total eligible project cost
\$1,500,000 grant request
\$1,500,000 match requirement

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:

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

2,000 square feet
X <u>\$350</u> cost per square foot
<u>\$700,000</u> total project cost
\$350,000 grant request
\$350,000 match requirement

Higher Cost Per Square Foot Example

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

- Total project cost:

10,000 square feet
X <u>\$600</u> cost per square foot
<u>\$6,000,000</u> total project cost

- Allowable project cost:

10,000 square feet
X <u>\$500</u> maximum allowable cost per square foot
<u>\$5,000,000</u> maximum allowable cost

- Total sources of funds:

<u>\$2,500,000</u> grant funds (50% of max allowable)
<u>\$2,500,000</u> match (50% of max allowable)
<u>\$1,000,000</u> additional local funding
<u>\$6,000,000</u> total project cost

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

1	<u>Application</u> – Application answers entered online. http://bond.njstatelib.org/	<input type="checkbox"/>
2	<u>Executive Summary</u> (See PART VI, Section 6.1.2 – Max. 125 words)	<input type="checkbox"/>
3	<u>Seven Page Narrative</u> (See PART VI, Section 6.1.3 – Max. 7 pages)	<input type="checkbox"/>
4	<u>Library Templates</u> 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	<input type="checkbox"/>
5	<u>Resolution(s) to Apply:</u> <u>Resolution I</u> – Signed and dated by the appropriate official (See Exhibit A) <u>Resolution II</u> – 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)	<input type="checkbox"/>
6	<u>Other Requisite Resolutions (if applicable)</u> - Bond ordinance or resolution of intent to provide funding.	<input type="checkbox"/>

Part VI – Checklist Application Documents

7	<p><u>Site of Library</u> - 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.</p> <p><u>Resolution</u> – Resolution of the local governing body dedicating the site for library use only. (See PART II, Section 2.4.7i)</p>	<input type="checkbox"/>
8	<p><u>Building Program/Community Analysis</u> - 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).</p>	<input type="checkbox"/>
9	<p><u>Schematic Plans</u> - 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)</p>	<input type="checkbox"/>
10	<p><u>Certification of Life Expectancy</u> - 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)</p>	<input type="checkbox"/>
11	<p><u>Certification Statements</u> (See Exhibit C)</p>	<input type="checkbox"/>

Part VI – Checklist

Land/Building Acquisition

12	<u>State Aid Certification</u> - If minimum criteria for State Library Aid was not met, attach explanation and justification.	<input type="checkbox"/>
13	<u>Agency Approvals</u> – 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).	<input type="checkbox"/>
14	<u>Letter of Intent</u> - 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)	<input type="checkbox"/>

Part VI – Checklist Architect/Engineer

15	<u>Documentation of Value</u> - 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 2.4.7iia)	<input type="checkbox"/>
16	<u>Land Purchase Summary</u> (See Part VI, Section 6.3 Max. 4 pages)	<input type="checkbox"/>
17	<u>Certification of Need for Mechanical Systems</u> - 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)	<input type="checkbox"/>
18	<u>Certification of Need for Other Than Mechanical Systems</u> - 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)	<input type="checkbox"/>
19	<u>Statement of Proration of Eligible Project Costs</u> – 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)	<input type="checkbox"/>
20	<u>Barrier-free Certification</u> – 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)	<input type="checkbox"/>

Part VI – Checklist Architect/Engineer

21	Cost Estimate of the Project – Prepared by the Project architect, engineer, or company.	<input type="checkbox"/>
22	Building Analysis - 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.	<input type="checkbox"/>
23	Architect’s Certification - Certification from an architect as to the building’s suitability for acquisition or rehabilitation in the case of a purchased library building.	<input type="checkbox"/>
24	Statement of Intent (LEED) - 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.	<input type="checkbox"/>
25	Statement of Intent (Green) - 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.	<input type="checkbox"/>
26	Statement of Intent (WELL) - 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.	<input type="checkbox"/>

Part VI – Grant Application Requirements

Application Requirements	Construction	Acquisitions	Rehabilitation	Repair	Barrier-Free
Checklist	X	X	X	X	X
Executive Summary	X	X	X	X	X
Seven Page Narrative	X	X	X	X	X
Library Templates	X	X	X	X	X
Resolution(s) to Apply	X	X	X	X	X
Proof of Ownership		X			
Building Program/Community Analysis	X	X	X		
Schematics	X	X	X		
Certification of Life Expectancy	X	X	X		
Certification Statements	X	X	X	X	X
Letter of Intent, Documentation of Value & Land Purchase Summary		X			
Certification of Need				X	
Barrier-Free Certification					X
Cost Estimate	X	X	X	X	X
Building Analysis	X	X	X		
Architect's Certification	X	X	X		

Part VI – Checklist

Application Documents – Project Schedule

Anticipated Construction Schedule (included in the checklist)					
Anticipated Start Date (Design):					
Anticipated Start Date (Construction):					
Anticipated Completion Date:					
	Date	Anticipated Grant Funds	Grant Match	Other Funds	% Complete
Month 1					
Month 2					
Month 3					
Month 4					
Month 5					
Month 6					
Month 7					
Month 8					
Month 9					
Month 10					
Month 11					
Month 12					
Month 13					
Month 14					
Month 15					
Month 16					
Month 17					
Month 18					
Month 19					
Month 20					
Month 21					
Month 22					
Month 23					
Month 24					

Part VI - Exhibits

- Exhibit A – Resolution I
- Exhibit B – Resolution II
- Exhibit C - Certification Statements

Part VI – Exhibit A – Resolution I

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

Typed Name and Title

Date

Certification Signature

Typed Name and Title

Date

Part VI – Exhibit B – Resolution II

**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 this 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 _____ and the _____
Municipality 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

Typed Name and Title

Date

Certification Signature

Typed Name and Title

Date

For the Library/Non-Profit Agency:

Signature

Typed Name and Title

Date

Certification Signature

Typed Name and Title

Date

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

January 6, 2020

January 6, 2020

January 7, 2020

January 22, 2020

February 10, 2020

February 14, 2020

March 9, 2020

April 6, 2020

June 2020*

July 2020*

July 2020*

July-August 2020*

July – September 2020*

Regulations Published

Solicitation Released

Question and Answer Period Begins

Issue Bonds

TA Session

Question Deadline to QandA@njefa.nj.gov

Final Q&A Documentation Posted

Application Acceptance Begins

Application Deadline

Recommendations to Legislature

Grant Recipients Notified

Proof of Funding Submitted

Grant Agreements Executed

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