New Jersey Library Construction Bond Act
Solicitation for Grant Applications

P.L. 2017, c. 149
N.J.A.C. 15:24-1 et Seq.

SPRING 2021 CYCLE

Issue Date: March 15, 2021

Issued by the:
NEW JERSEY STATE LIBRARY
An affiliate of Thomas Edison State University
P.O. Box 520
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This solicitation (“Solicitation”), issued by the New Jersey State Librarian (the “State Librarian”) and the President of Thomas Edison State University (the “President”), provides guidance to applicants on applying for grants as authorized by the New Jersey Library Construction Bond Act, P.L. 2017, c. 149 (“Bond Act”). Regulations implementing the Bond Act were published in the New Jersey Register on November 4, 2019 at N.J.A.C. 15:24-1 et seq., and can be accessed here.

1. PROGRAM OVERVIEW

1.1 Description of Program

On November 7, 2017, New Jersey voters approved the New Jersey Library Construction Bond Act (the “Bond Act”), which authorizes the issuance of $125 million in State General Obligation Bonds (“Bonds”) to provide grants (“Grants”) for the construction, reconstruction, development, extension, improvement and furnishing of public libraries in the State of New Jersey (the “State”).

The purpose of the New Jersey Library Construction Bond Act Program (the “Program”) is to improve New Jersey’s public library facilities in order to ensure the well-being and success of New Jersey’s residents. Public libraries offer the residents of New Jersey critical educational, training and civic services. Public libraries need modern, efficient, and technologically-current buildings with flexible space to best serve their communities now and into the future.

The Spring 2021 Cycle is the second cycle of competitive grants to be offered under this Program. The Bond Act authorizes a total of $125 million for grants. This Spring 2021 Cycle allocates $37.5 million in Grants; provided however, that the State Librarian may, in her sole discretion, increase such amount by the amount of any grant offers which were made in the Winter 2020 Cycle but which will not result in executed grant awards. Applications for grants will be reviewed and scored after being separated into two groups. There will be no more than $10 million in Grants awarded to projects that are smaller projects; smaller projects are those involving barrier-free improvements only and repair only. There will be as much as $27.5 million in Grants awarded to projects that are larger projects; larger projects are construction, renovation, rehabilitation, and land and/or building acquisition.

1.2 Important Dates for Spring 2021 Cycle Solicitation

Pursuant to N.J.A.C. 15:24-4.2(g), a comprehensive list of projects eligible for grant funding must be submitted within a fixed time period for review and approval.
Anticipated dates for critical milestones are noted in the box below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Spring 2021 Cycle Solicitation Available</td>
<td>March 15, 2021</td>
</tr>
<tr>
<td>Question and Answer Period Begins</td>
<td>March 29, 2021</td>
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<tr>
<td>Technical Assistance Webinar</td>
<td>April 15, 2021</td>
</tr>
<tr>
<td>Question and Answer Period Ends</td>
<td>April 23, 2021 4:00 p.m. EDT</td>
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<tr>
<td>Final Q&amp;A and Addenda (if any) Posted</td>
<td>May 7, 2021</td>
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<tr>
<td>Application Submission Period Begins</td>
<td>May 10, 2021</td>
</tr>
<tr>
<td>Application Submission Deadline</td>
<td>June 4, 2021 4:00 p.m. EDT</td>
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1.3 Eligible Applicants (“Applicant(s)”)  

The following entities are eligible to apply for a grant award:

- A municipal, county, or joint library established pursuant to N.J.S.A. 40:33-1 et seq., or 40:54-1 et seq.
- 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.
- A municipality that is constructing a library facility to be equipped, stocked, staffed, or supported by a county or other public library system.

1.4 Assurances  

Applicants will be required to submit Certification Statements (see Section 8 - Appendix) certifying that the project will adhere to N.J.A.C.15:24-2.7.

1.5 Eligible Project Types and Project Costs  

1.5.1 Eligible Project Types  

In accordance with N.J.A.C. 15:24-2.2(a), eligible projects include but are not limited to any one, or any combination, of the following projects:

- Construction of a new building to be used as a public library.
- Construction of an addition to an existing building to be used as a public library.
- Acquisition of land for construction of a new building(s) or expansion of an existing building(s) to be used as a public library.
- Acquisition of a building to be used as a public library.
- Rehabilitation of an existing public library building to be used as a public library, which may include, but is not limited to, energy conservation, the creation of innovative and collaborative space for library and community activities, and upgrading or modernizing a facility for compliance with applicable and current local, State, and Federal health and safety standards. (The definition of rehabilitation includes the renovation, alteration or reconstruction of any building or structures).
- Repair of public library building(s) or designated mechanical system(s), or component(s) within such buildings that are worn, deteriorated, or broken. Repair projects are intended to extend the useful life of a library facility and may include, but are not limited to, roofing, flooring, lighting, plumbing, heating/ventilation/air conditioning systems, and other necessary work to keep the building in efficient operating condition. Simple custodial
repair work is not eligible for funding, unless the repair is a part of a larger rehabilitation or expansion project.

- Barrier-free improvements to any public library building including any building purchased to function as a public library.

### 1.5.2 Eligible Project Costs

In accordance with *N.J.A.C. 15:24-2.6*, in connection with each eligible project, the following are eligible project costs:

- Construction of new building(s) and/or addition(s) to existing buildings to be used as a public library. In cases where a portion of the proposed construction is for use other than for a public library, such as municipal offices, this space may not be included in the computation of available square feet of space. The Applicant shall clearly designate the non-public library use areas and their related costs and the Grant shall not include funding for these costs.
- Acquisition of land and/or existing building(s) to be used as a public library but only to the extent that the acquisition expenses are incurred after the effective date of the Grant Agreement for an approved project and the expenses constitute an actual cost or a transfer of public funds.
- Rehabilitation of existing public library building(s) and/or building(s) purchased to be a public library.
- Repairs to existing public library building(s) and/or building(s) purchased to be a public library.
- Site grading and improvement of land on which buildings used as a public library are located or are to be located.
- 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.
- Costs relating to the acquisition and installation of equipment to be located in public library facilities, including all necessary building fixtures and utilities, furniture, and equipment, such as library shelving, and filing equipment, catalogs, cabinets, circulation desks, reading tables, study carrels, computers, computer software, and all video, voice, and data telecommunications equipment and linkages necessary for Internet access with a useful life of five (5) years or more based on the life cycle of the equipment as specified by the manufacturer, but not including books or other library materials. Only equipment to be used in eligible projects is eligible. 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.
- Expenses for moving to and from a temporary public library facility, when the existing facility is under construction and is no longer safe to inhabit, as determined by the architect, and rent thereof for up to eighteen (18) months.
- Expenses for off-site storage and related moving costs, when necessary, for up to eighteen (18) months.
- Expenses for moving from the current location to a new or purchased building to be used as a public library and/or an addition to a purchased building.
- Barrier-free improvements to any public library building or building purchased for public library use.
1.6 Ineligible Project Types and Project Costs

1.6.1 Ineligible Types of Projects

In accordance with *N.J.A.C. 15:24-2.2(b)*, the following projects are not eligible projects:

- Refurbishing of an existing building (carpeting, painting, furnishings, etc.) when not part of a rehabilitation project.
- Simple custodial building maintenance, such as preventative maintenance (inspection of fire extinguishers and alarms, etc.) and minor repairs (for damaged plumbing, wiring, windows, equipment, paint, etc.).

1.6.2 Ineligible Project Costs

In accordance with *N.J.A.C. 15:24-2.6(b)*, the following costs are not eligible to be funded by a Grant:

- Any expenditures incurred before the issuance of an official notice of a grant award from the President, or his or her designee, and the State Librarian.
- Expenses for moving to and from a temporary library facility and rent thereof as incurred by the Applicant after eighteen (18) months.
- Expenses for off-site storage and related moving costs, when necessary, after eighteen (18) months.
- Debt service payments and other costs associated with the issuance of bonds by counties and municipalities.
- All construction costs relating to non-public library use areas, in cases where a portion of the proposed construction is for use other than for a public library, such as municipal offices or a general municipal meeting room.
- The cost of any shared space shall not be eligible for Grant funding; the cost of any shared space shall be prorated on the basis of the percentage of public library use.

1.7 Cost per Square Foot

For new construction such as a new building or an addition to a building, the maximum square foot cost is $511.29 per square foot.

For rehabilitation, renovation, repairs, and barrier-free improvements, the maximum per square foot cost is $357.90 per square foot. If the project is one that involves completely tearing down or reconstructing an existing library or structure to build a new library, the Applicant should apply for a Grant for new construction.

For the rehabilitation, renovation or repair of a building registered as a New Jersey or Federal historic site, the maximum square foot cost is $511.29 per square foot.

1.8 Matching Funds

The Applicant must demonstrate the availability and source of the matching funds required to receive a Grant pursuant to the Bond Act.
1.8.1 Definition of Matching Funds

“Matching funds” means cash, local governmental appropriations, grants, and other funds from any private or Federal source, and the proceeds from the sale of municipal bonds. Applicants may not use as matching funds any expenditures incurred before the issuance of an official notice of a grant award from the President, or his or her designee, and the State Librarian.

1.8.2 Match Requirement

The Bond Act requires that approved Grants shall support no more than fifty percent (50%) of the cost of the project and Applicant shall provide local matching funds to support at least fifty percent (50%) of the cost of the project (“Local Matching Funds”).

1.8.3 Certification of Matching Funds

The Applicant must certify that it has, or will have, Local Matching Funds for the project, including a detailed description of the Local Matching Funds. The local governing entity in the area served by the public library may solicit and receive grants and other funds from any private or Federal source to support its required share of the project.

1.8.4 Ineligible Sources of Matching Funds

Applicants may not use grants from State sources as Local Matching Funds.

Applicants may not use as Local Matching Funds, and grant funds may not be used to reimburse, any expenditures incurred before the issuance of an official notice of a grant award from the President, or his or her designee, and the State Librarian.

1.8.5 Evidence of Match

Within three months following notification of eligibility for a Grant award, the Applicant shall submit evidence that funds have been appropriated or bonds or debt have been authorized for financing of the project. Such evidence shall include copies of the ordinance of appropriation passed on final reading and approved. Other evidence of funding, such as resolutions, bank statements, and grant award notifications shall be deemed acceptable at the discretion of the President and State Librarian.

2 APPLICATION PROCEDURES

All applications must comply with all the requirements and provisions of this entire Solicitation to be considered for grant funding. The Applicant assumes the sole responsibility for submission of an application. The State, the State Librarian, the President, and Thomas Edison State University are not responsible for any expenses in the preparation and/or presentation of the applications or for the disclosure of any information or material submitted in connection with the application, whether by negligence or otherwise.

All requirements must be met, or the application will be deemed incomplete and ineligible.

See also Section 4 Application Review and Award Information, which contains additional information related to document submission, review and award.
2.1 Number of Permissible Applications

Separate applications should be submitted for each project for which an Applicant seeks grant funding.

Applicants submitting applications for more than one (1) project shall rank each project in order of priority, need and importance to the Applicant. The Review Committee will take such rankings into consideration when evaluating the projects.

2.2 Application Format

Applications for grant funding must be submitted online utilizing the State Library’s Jersey Connect platform at: http://bond.njstatelib.org.

Full instructions on accessing and utilizing this platform will be posted on the State Library’s website at:

https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act

2.3 Application Deadline

The Application Submission Period for the Spring 2021 Cycle begins May 10, 2021 and will end June 4, 2021 at 4:00 PM. Applications will not be accepted before May 10, 2021.

Applications must be submitted electronically to the State Librarian at http://bond.njstatelib.org, before 4:00 p.m. (EDT) on June 4, 2021 (the “Application Submission Deadline”) for consideration in the Spring 2021 Cycle.

Applications submitted without required information (i.e. incomplete applications), submitted after the Application Submission Deadline, or otherwise submitted in a manner that does not comport with Solicitation requirements, or is submitted late based on inadvertence, mistake, or misunderstanding of the requirements for this Solicitation, will not be considered for review. All complete applications properly submitted within the timeframe permitted, in the approved format, and deemed in compliance with the Bond Act will be reviewed as described in Section 4 below by a Review Committee.

2.4 Substantial Changes to Application

Applicants cannot make changes to their applications after the Application Submission Deadline. If an Applicant is not able or does not intend to do the project described in their application, the Applicant must immediately notify the State Librarian. The application will be withdrawn and removed from consideration.

2.5 Withdrawal of Application

Applicants may withdraw their applications at any time prior to the Application Submission Deadline by written notification to the State Librarian submitted through the application portal. Notification must be signed by an authorized agent of the Applicant. Verbal and email requests will not be accepted. Applications may thereafter be resubmitted, but only until the Application Submission Deadline. The Application Submission Deadline will not be extended for resubmitting applications.
2.6 Open Public Records Act (“OPRA”)

All applications will be subject to public disclosure, including but not limited to, a request pursuant to the Open Public Records Act (“OPRA”), N.J.S.A. 47:1A-1, et seq, the New Jersey Open Public Meeting Act (“OPMA”), N.J.S.A. 10:4-6, et seq, and common law right to know. If an Applicant believes that information contained in its application merits confidential treatment pursuant to OPRA, OPMA and/or common law right to know, any such purportedly confidential information submitted in an application must be specifically identified and marked by the Applicant. Notwithstanding any such designation, the State, the State Librarian, the President and Thomas Edison State University reserve the right in their respective and separate sole discretion to disclose all information contained as part of the application submission.

2.7 Reservation of Rights

The State Librarian reserves the right to request additional information or clarification, if necessary, or to reject all applications with or without cause, and waive any irregularities or informalities in the applications submitted. The State Librarian further reserves the right, in her sole and absolute discretion, to make such investigations as she deems necessary as to the qualifications of any Applicant submitting an application(s). In the event that all applications are rejected, the State Librarian reserves the right to re-solicit applications through an additional cycle of grant funding.

3 APPLICATION COMPONENTS

To apply for a Grant, Applicants must prepare and submit a complete application as described in Section 3, Application Components. The application shall consist of an executive summary, narrative, templates and supporting documents. Requirements will vary based on the project type. A checklist of application components is provided in this document, see Section 8 – Appendix. Before preparing an application, potential Applicants are advised to carefully review Section 1, Grant Program Overview, to ensure a full understanding of the State’s goals and purpose for the Program and the specific requirements to be addressed.

3.1 Construction, Renovation, Rehabilitation Projects

3.1.1 Online Application

All application answers must be entered online at http://bond.njstatelib.org/.

3.1.2 Executive Summary

Provide a brief summary of the project. Maximum 125 words.

3.1.3 Seven Page Narrative

In no more than seven (7) pages, provide adequate information for a complete understanding of the project, including but not limited to:

- How the project addresses the four (4) State Priorities and five (5) Applicant-selected project evaluation criteria;
- Whether alternate and/or more efficient approaches to addressing the public library’s need have been considered;
- Efforts made to address the ongoing physical maintenance of and any improvements to the current library building over the past five (5) years; and,
• Documentation of any non-public use of shared space.

3.1.4 **Library Templates**

The templates are in an Excel workbook with worksheets labeled as listed below. Each worksheet must be completed and the workbook must be submitted with the application:

- Cost Estimate
- Floor Area of Project and Square Foot Cost Calculation
- Sources of Funds
- Project Schedule (timeline)

3.1.5 **Resolution(s) to Apply**

Each application must include an approved resolution (Resolution I or Resolution II) signed by the appropriate official, demonstrating support and financial commitment to the project. Resolution I and Resolution II templates are located in this document, see Section 8 – Appendix.

3.1.6 **Other Requisite Resolutions**

Each application must include a bond ordinance or resolution of intent to provide Local Matching Funds, such resolution shall include the source of the Local Matching Funds.

3.1.7 **Proof of Ownership**

Legal description of the site and copy of the deed.

3.1.8 **Building Program/Community Analysis**

Each application must include a building program which includes a community analysis prepared by the project building consultant or project architect.

3.1.9 **Building Analysis**

Each application must include a Building Analysis prepared by an architect licensed in the State of New Jersey. The architect shall also provide the “Architect Certification for Construction, Rehabilitation and/or Building Acquisition Project” form, (see Section 8 - Appendix) certifying the following:

- The building is structurally sound;
- The building is suitable for acquisition or rehabilitation and upon completion will require no more than normal, annual maintenance;
- An evaluation of the space requirements and allocation of space demonstrates that the structure, as acquired or rehabilitated, will serve the specific needs of the Applicant and its community;
- Replacement or improvement needs were determined by an analysis of all mechanical aspects of existing construction; and
- The rehabilitated structure and all its components shall have a life expectancy of 20 years or more from completion of the Project.
3.1.10 Schematic Plans
Each application must include schematic plans for the project, which include a site plan, elevations, and floor plans with furniture layouts.

3.1.11 Architect’s Statement of Intent
If applicable, the architect shall also provide the “Architect’s Statement of Intent” form, (see Section 8 - Appendix) certifying that the project aspires to meet one or more of the following:

- Leadership in Energy and Environmental Design (LEED) silver level or higher certification;
- WELL Certification standards for improving human health and well-being in buildings when applicable.
- Utilization of Green design elements

3.1.12 Certification Statements
Each application must include an executed Certification Statement. In doing so, the Applicant attests to several statements. The application will only be eligible for review if the Applicant certifies to all statements.

3.1.13 State Aid Certification
If minimum criteria for State Library Aid was not met, the Applicant must attach an explanation and justification.

3.1.14 Agency Approvals
Each application must include proof that the Applicant consulted with the New Jersey Department of Environmental Protection (“DEP”), and the Historic Preservation Office (“SHPO”) to determine if the project requires DEP or SHPO approval.

If the project requires DEP, SHPO, or other agency approvals, the application must include proof of submission for any necessary approvals from such agency.

3.2 If the project involves Acquisition of Land then in addition to the items in Section 3.1 above, also provide the following:

3.2.1 Intent to Acquire Land
The application must show the Applicants’ intent to acquire land. Such intent shall be evidenced by any one of the following (which is the Applicant’s “Letter of Intent”):

- 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; or
- A letter of intent to purchase land; or
- A contract for the purchase of land; or
- Other legal documents as determined by the Applicant’s attorney to be proof of intent to purchase land and as acceptable to the President and State Librarian.
The Letter of Intent must include:

- Documentation of the value of the land (and if applicable, any structures upon it) to determine that each land purchase is reasonable and comparable in price to other land purchases in proximity to the land to be acquired; and
- An appraisal – the appraisal shall be prepared by an independent appraiser licensed in the State of New Jersey.

When the purchase of land is complete, the Applicant shall be in compliance with N.J.A.C 15:24-2.7 (a)3.

3.3 For Repair Only Projects

Each application must include an explanation of the need for the repair(s), a full description along with a drawing or schematic of the repair(s), a proposed timeline for the completion of the repair(s), and a cost estimate.

3.3.1 Online Application

All application answers must be entered online at http://bond.njstatelib.org/.

3.3.2 Executive Summary

Provide a brief summary of the project. Maximum 125 words.

3.3.3 Seven Page Narrative

In no more than seven (7) pages, provide adequate information for a complete understanding of the project, including but not limited to:

- How the project addresses the four (4) State Priorities and three (3) Applicant-selected project evaluation criteria;
- An explanation of the need for the repair(s);
- A full description of the repair;
- Whether alternate and/or more efficient approaches to addressing the public library’s need have been considered;
- Efforts made to address the ongoing physical maintenance of and any improvements to the current library building over the past five (5) years; and,
- Documentation of any non-public use of shared space.

3.3.4 Library Templates

The templates are in an Excel workbook with worksheets labeled as listed below. Each worksheet must be completed and the workbook must be submitted with the application:

- Cost Estimate
- Floor Area of Project and Square Footage Cost Calculation
- Sources of Funds
- Project Schedule (timeline)
3.3.5 Resolution(s) to Apply

Each application must include an approved resolution (Resolution I or Resolution II) signed by the appropriate official, demonstrating support and financial commitment to the project. Resolution I and Resolution II templates are located in this document, see Section 8 – Appendix.

3.3.6 Other Requisite Resolutions

Each application must include a bond ordinance or resolution of intent to provide Local Matching Funds, such resolution shall include the source of the Local Matching Funds.

3.3.7 Schematic Plans

Each application must include a schematic diagram for the project.

3.3.8 Certification Statements

Each application must include an executed Certification Statement. In doing so, the Applicant attests to several statements. The application will only be eligible for review if the Applicant certifies to all statements.

3.3.9 State Aid Certification

If minimum criteria for State Library Aid was not met, the Applicant must attach explanation and justification.

3.3.10 Agency Approvals

Each application must include proof that the Applicant consulted with the New Jersey Department of Environmental Protection (“DEP”), and the Historic Preservation Office (“SHPO”) to determine if the project requires DEP or SHPO approval.

If the project requires DEP, SHPO, or other agency approvals, the application must include proof of submission for any necessary approvals from such agency.

3.4 For Barrier-Free Only Projects

3.4.1 Online Application

All application answers must be entered online at http://bond.njstatelibs.org/.

3.4.2 Executive Summary

Provide a brief summary of the project. Maximum 125 words.

3.4.3 Seven Page Narrative

In no more than seven (7) pages, provide adequate information for a complete understanding of the project, including but not limited to:

- How the project addresses four (4) State Priorities and three (3) Applicant-selected project evaluation criteria;
• Whether alternate and/or more efficient approaches to addressing the public library’s need have been considered;
• Efforts made to address the ongoing physical maintenance of and any improvements to the current library building over the past five (5) years; and,
• Documentation of any non-public use of shared space.

3.4.4 Library Templates

The templates are in an Excel workbook with worksheets labeled as listed below. Each worksheet must be completed and the workbook must be submitted with the application:

- Cost Estimate
- Floor Area of Project and Square Footage Cost Calculation
- Sources of Funds
- Project Schedule (timeline)

3.4.5 Resolution(s) to Apply

Each application must include an approved resolution (Resolution I or Resolution II) signed by the appropriate official, demonstrating support and financial commitment to the project. Resolution I and Resolution II templates are located in this document, see Section 8 – Appendix.

3.4.6 Other Requisite Resolutions

Each application must include a bond ordinance or resolution of intent to provide Local Matching Funds, such resolution shall include the source of the Local Matching Funds.

3.4.7 Schematic Plans

Each application must include a schematic diagram for the project.

3.4.8 Certification Statements

Each application must include an executed Certification Statement. In doing so, the Applicant attests to several statements. The application will only be eligible for review if the Applicant certifies to all statements

3.4.9 State Aid Certification

If minimum criteria for State Library Aid was not met, the Applicant must attach explanation and justification.

3.4.10 Agency Approvals

Each application must include proof that the Applicant consulted with the New Jersey Department of Environmental Protection (“DEP”), and the Historic Preservation Office (“SHPO”) to determine if the project requires DEP or SHPO approval.

If the project requires DEP, SHPO, or other agency approvals, the application must include proof of submission for any necessary approvals from such agency.
4.1 Incomplete Submissions

Each submitted application will be reviewed for completeness. Applications with missing components and those determined to be incomplete as of the Application Submission Deadline will be ineligible for a Grant.

4.2 Eligibility Review

Each Applicant and proposed project will be reviewed for eligibility for grant funding under the Bond Act. Applications that are complete will be reviewed based on a competitive application process whereby all applications will be evaluated to determine which projects are eligible for funding; best meet the evaluation and selection criteria, and are the overall most qualified to receive funding. The applications will be evaluated by the Review Committee pursuant to the evaluation and selection criteria set forth in Section 4.5 below.

4.3 Review of Applications and Approval Process

The Review Committee will make its recommendations to the State Librarian on the approval, disapproval, or in the instance of a project that contains severable components, approval in part and disapproval in part of each project, and the amount of funding to be provided for each project.

After consideration of the Review Committee’s recommendations, the State Librarian shall prepare a list of eligible projects and funding amounts for each project and submit them to the President. The President shall approve a list of the projects and grant amounts for submission to the Legislature for funding through project-specific appropriations.

The awarding of the Grants is subject to the enactment of an appropriations act by the Legislature for the approved projects and the issuance of bonds (the “Bond Appropriations Act”). The Bond Appropriations Act shall provide for a specific allocation for each approved project.

4.4 Grant Funding

Grants will fund up to fifty percent (50%) of the total eligible costs of the project. The maximum amount of a Grant is $12,500,000. Applicants may submit a project in excess of the maximum amount of a Grant, but any project cost in excess of this maximum Grant amount is the responsibility of the Applicant.

The minimum amount of a Grant is $50,000 except that there is no minimum amount of a Grant for:

- Repair only or Barrier Free only projects; and
- Projects where the population served by a library is less than 12,500 people and the 2018 equalized per capita valuation is less than $200,000.

When actual project costs are less than the amount of the Grant, the Grant shall be reduced proportionally to reflect actual amounts and the Grant Agreement shall be modified accordingly.

4.5 Funding Priorities

Projects will be evaluated and scored based in part on State priorities and in part on how well the additional Applicant selected evaluative criteria support the State priorities. See N.J.A.C.15:24-2.3 and 2.4.
4.5.1 State Priorities

Projects will be evaluated and scored on the basis of the degree to which the project supports and furthers the four State priorities below:

- **State Priority 1:** 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;
- **State Priority 2:** 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;
- **State Priority 3:** 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; and,
- **State Priority 4:** 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).

4.5.2 Project Alignment with Evaluative Criteria

Applicants must select a certain number of evaluative criteria depending on project type. Construction, new building acquisition, renovation and rehabilitation projects are required to select five (5) evaluative criteria. Repair only and barrier-free only projects are required to select three (3) evaluative criteria. All applicants must write a detailed response for the selected evaluative criteria, which are drawn from the following:

- **Barrier-free Improvements:** Applicants should explain the extent to which barrier-free improvements do not exist in the public library building. Applicants should describe the general improvements required in order to make the building barrier-free.
- **Socioeconomic Profile:** Public libraries provide an economic lift for residents, particularly in communities in which education, support services and the social safety net are less robust. Applicants should describe the socioeconomic needs of the community and the current or proposed library services. Measures of the socioeconomic need of the community should be included and cited in the application.
- **Current Needs:** Applicants should articulate the basic services the current library lacks, particularly in the absence of the expansion, repair, rehabilitation, or acquisition of an existing building. This may include, but is not limited to, evidence that the existing facility is no longer able to support the delivery of services to a community with diverse needs; the significance of limited shelf space or storage for books or audiovisual materials and/or the impact of limited seating limited seating for customers.
- **Digital Divide:** Applicants should assess the extent of the current digital divide in the community, such as high demand for public access computers; high percentages of customers with no Internet access at home; or limited access to electrical and data lines that makes it difficult to increase the number of computers at the public library.
- **Future Projected Needs:** Applicants should assess the anticipated library service needs of residents through the year 2030, particularly as they are related to core library services, as stated in the State priorities above. This analysis may include, but is not limited to, projections of future community demographics; review of current and projected library use statistics; and an examination of city planning documents.
- **Resiliency:** Applicants should address the need for resiliency improvements to public library buildings so that public libraries may function as community resources in times of emergency and disaster. For example, the public library building can be the one building
in the community to provide cell phone charging for all in a time of emergency. Other examples of resiliency include adding a generator, creating flexible spaces, etc.

- **Library Standards:** Applicants should address the extent to which the current facility meets the criteria for receipt of State Aid (N.J.A.C. 15:2.1-2.7) in the calendar year prior to the submission of an application (i.e., 2020). Should the minimum criteria not be met, Applicants should provide an explanation or justification as to why minimum criteria have not been met.

- **Extent to Which Current Building Standards are Met:** Applicants should address the extent to which the current facility meets or fails to meet State building codes for lighting, seismic, water infrastructure, and other design standards for health, safety and energy efficiency.

- **Functionality of the Public Library Building:** Applicants should address how well the building works as a library: how it is consistent with the library’s mission; how it is consistent with the building program; flexibility of the building design in adapting to future needs; and overall functionality of the building for the ease of the customer.

- **How the Investment Furthers Existing Functions:** Applicants should address how the project will enhance functions of the existing facility through augmentation of collections management, technology, dedicated space, programming/meeting space, and services, among others. This may include, but is not limited to, projects fostering energy efficiency using Green design principles and targeting Leadership in Energy and Environmental Design (LEED) certifications; addressing collection preservation as part of building and rehabilitation design, such as the inclusion of climate control systems where necessary, and ambient lighting; promoting healthy internal building environments that protect human health and well-being according to WELL Building Standards (as promoted by the International WELL Building Institute); laptop plug-in and lab areas; WiFi enhancements; age-specific collaboration spaces; workforce training/job searching equipment; consortium and delivery operations; and reconfiguration in anticipation of projected future growth.

- **How the Project Provides New Services:** Applicants should describe how the proposed project will contribute new or improved services for the broader communities it serves, including how the opportunities enabled by the project will complement other social services and programs within the community.

- **Degree of Community Support/Partnership:** Applicants should describe the formal partners, traditional and non-traditional, that support the library and/or the specified project, as well as the partners’ respective roles dedicated to bolstering the library’s mission as it relates to the community it serves.

- **Effects of Staffing, Maintaining and Operating Proposed Facility:** Applicants should describe how the plans for the proposed project will draw on future resources, and how the Applicant plans to support functions of the library once the proposed project reaches full functionality.

- **Cost-effectiveness of the Project:** Applicants should describe the feasibility of the costs. (Are the costs reasonable; accurate, and a good value?) Applicants should describe how the costs support increased efficiency of the building; and/or have a positive environmental impact.
5 GRANT AWARD ADMINISTRATION

5.1 Notice of Award & Grant Agreement Offer Letter

If a proposed project is approved for funding by the State Library, and an appropriation of sufficient funds for such project is made, pursuant to the Bond Act, the Applicant shall enter into a Grant Agreement with the New Jersey State Library. Funding of the Grant shall be contingent upon the Applicant’s continued compliance with the Grant Agreement.

5.2 Requisition Process

After the Grant Agreement is fully executed, project funding will commence. The Grant shall be paid to the Applicant in four (4) installments but only upon receipt of authorized Requisitions and satisfactory evidence of completion of each phase of the project, including a certification by the project architect as to compliance with the maximum per square foot costs.

- Twenty-five percent (25%) upon approval of the award of the construction contract(s). Satisfactory evidence of the award may consist of minutes of the body approving the award of construction contracts, copies of title pages of contracts with necessary signatures, letters of award, or other proofs of award of contract;
- Fifty percent (50%) when the project is fifty percent (50%) complete and upon submission of the architect’s certification;
- Twenty percent (20%) when the project is substantially complete and upon submission of the project architect’s certification to that effect; and
- Five percent (5%) upon receipt of a temporary certificate of occupancy and final project expenditure report.

5.3 Matching Funds

Each Grant Agreement shall include such provisions as may be necessary to ensure that the Applicant shall provide the required Local Matching Funds for the project.

If the required Local Matching Funds are not paid by the Applicant as set forth in the Grant Agreement, the State Librarian may terminate the Grant Agreement, and no additional funds will be provided to the Applicant under such Grant Agreement.

5.4 Grant Administration

Construction shall be initiated and completed according to the proposed timeline specified in the project schedule. The time limit for completion of construction shall be measured from the date of execution of the Grant Agreement.

If the construction period exceeds the timeline by more than twelve (12) months, a request for an extension must be made to the State Librarian no less than three (3) months prior to the original completion date on an approved form available on the State Library website. The State Librarian may grant an extension for good cause with documented reason for the extension.

In the event that construction is not substantially completed according to the timeline specified in the project schedule, or within reasonable extension(s) as granted by the State Librarian, the State Librarian has the authority to terminate the Grant Agreement and no further disbursements of funds under the Grant Agreement shall be made.
Each recipient of a Grant shall provide such information as the State Librarian may request regarding the use of the Grant and the progress of the project. Construction progress status reports and up to date spend down timelines may be required as necessary.

Failure to comply with any of the requirements set forth in the Bond Act, the Bond Appropriations Act, or the Grant Agreement may make an Applicant ineligible for funding not yet disbursed.

6 OTHER INFORMATION

6.1 Questions

Questions regarding the application process may be emailed to QandA@njefa.nj.gov from March 29, 2021 through 4:00 p.m. (EDT), April 23, 2021. Phone calls/faxes will not be accepted. Responses to questions and any Addenda to this Solicitation will be posted on the State Library website at https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act. In this Solicitation, Questions and Answers posted on the website are referred to as the “Question and Answer Documentation.”

There are no designated dates for release of Addenda or posting of Question and Answer Documentation on the State Library’s website. However, the final date for posting Addenda and Question and Answer Documentation shall be no later than May 7, 2021. Interested parties should check the State Library’s website frequently, from the date that this Solicitation is issued.

It is the sole responsibility of the Applicant to be familiar with and review the Question and Answer Documentation and all Addenda, if any, related to this Solicitation prior to submission of an application. All Applicants must execute the Certification Statements to acknowledge that they have reviewed and are familiar with all Question and Answer Documentation and Addenda posted before an application is submitted.

Communication with representatives, members and employees of the State, the State Library, Thomas Edison State University, the New Jersey Educational Facilities Authority and/or members of the Review Committee by the Applicant or the Applicant’s representatives concerning this Solicitation are not permitted while the Solicitation is open or while applications are being evaluated.

6.2 Technical Assistance Webinar

The State Librarian will host a Technical Assistance Webinar (“TAW” or “TA Webinar”) with regard to this Solicitation on April 15, 2021. Registration for the TA Webinar is required and must be completed by emailing RSVP@njefa.nj.gov no later than 4:00 p.m. (EDT) on April 13, 2021. Further details for accessing the TA Webinar will be sent to all registrants by such date and related materials, if any. The TA Webinar will be archived and available for viewing by interested Applicants.
GRANT APPLICATION – SPRING 2021 CYCLE

NEW JERSEY LIBRARY CONSTRUCTION BOND ACT, P.L. 2017, c. 149

APPLICATION INFORMATION

NAME OF LIBRARY: _________________________________________________________

PROJECT NAME: ____________________________________________________________

LOCATION OF PROJECT:_____________________________________________________

STREET ADDRESS: __________________________________________________________________________

______________________________________________________________________________

COUNTY   MUNICIPALITY   ZIP CODE  STATE

TYPE OF LIBRARY: ☐ MUNICIPAL ☐ COUNTY ☐ JOINT MUNICIPAL ☐ ASSOCIATION

FUNCTION OF BUILDING: ☐ CENTRAL ☐ BRANCH ☐ OTHER _____________

NAME OF APPLICANT (ENTITY WITH AUTHORITY TO ENTER INTO A GRANT AGREEMENT): ______________________________________________________________________

CONTACT PERSON: ____________________________

TITLE: ______________________________________________________________________

TELEPHONE NUMBER: ____________________________

E-MAIL: ______________________________________________________________________

ALTERNATE CONTACT PERSON: ____________________________

TITLE: ______________________________________________________________________

TELEPHONE NUMBER: ____________________________

E-MAIL: ______________________________________________________________________
GENERAL PROJECT INFORMATION

IF SUBMITTING MULTIPLE APPLICATIONS, RANK THE PRIORITY, NEED AND IMPORTANCE OF THIS PROJECT: (circle one)

(high) 1 2 3 4 5 6 (low)

TOTAL COST OF PROJECT: $ ________________________________

TOTAL AMOUNT OF FUNDS REQUESTED: $ __________________________

PROJECT TYPE: (check one)

☐ CONSTRUCTION/RENOVATION/REHABILITATION

☐ REPAIR ONLY

☐ BARRIER-FREE ONLY

DOES YOUR PROJECT INCLUDE LAND ACQUISITION? ☐ YES ☐ NO

DOES YOUR PROJECT INCLUDE BUILDING ACQUISITION? ☐ YES ☐ NO

DOES YOUR PROJECT REQUIRE DEP, SHPO OR ANY OTHER AGENCY APPROVALS? ☐ YES ☐ NO

IF YES, UPLOAD PROOF THAT THE APPLICANT HAS SUBMITTED AN APPLICATION TO THE RELEVANT AGENCY FOR ANY NECESSARY APPROVALS

DID THE LIBRARY MEET THE MINIMUM CRITERIA FOR RECEIPT OF STATE LIBRARY AID THE PRIOR CALENDAR YEAR? ☐ YES ☐ NO

IF NO, UPLOAD AN ATTACHMENT WITH AN EXPLANATION WHY

IS ANY PERCENTAGE OF THIS PROJECT’S SHARED SPACE USED FOR NON-PUBLIC LIBRARY PURPOSES? ☐ YES ☐ NO

IF YES, UPLOAD A STATEMENT OF PRORATION

DOES YOUR PROJECT REQUIRE HAZARDOUS MATERIALS ABATEMENT AND REMEDIATION? ☐ YES ☐ NO
<table>
<thead>
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<th>PROFESSIONALS CONTACT INFORMATION</th>
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<tr>
<td>Architect</td>
</tr>
<tr>
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<tr>
<td>Firm ____________________________</td>
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<tr>
<td>Address __________________________</td>
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<tr>
<td>Telephone _________________________</td>
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| Building Consultant              |
| Name ____________________________|
| Firm ____________________________|
| Address __________________________|
| Telephone _________________________|
| New Jersey Registration Number ___________|
| Email ____________________________|

| Engineer                        |
| Name ____________________________|
| Firm ____________________________|
| Address __________________________|
| Telephone _________________________|
| New Jersey Registration Number ___________|
| Email ____________________________|
Company Supplying Quote for Repair Work (for projects seeking repair work only, without an architect, building consultant, or engineer)

Name _________________________________________________________
Company ______________________________________________________
Address _______________________________________________________
Telephone ______________________________________________________
New Jersey Registration Number __________________________________
Email _________________________________________________________
UPLOAD INSTRUCTIONS

Instructions: All attachments should be in font type Times New Roman, font size 12, double spaced, and with margins no less than .75”.

Documents to be Uploaded for Construction, Renovation, and Rehabilitation Projects

1. Executive Summary (See Section 3.1.2) – Upload a document labeled “Executive Summary” that provides a brief summary of the project (maximum 125 words) and cut and paste the text of the Executive Summary in the text box provided.

2. Seven Page Narrative (See Section 3.1.3) – Upload a document labeled “Seven Page Narrative” that includes:
   i. A narrative describing how the Project satisfies the four (4) State Priorities identified in Section 4.5.1. The narrative must include subsection headings that correspond to each selection and evaluation criteria, for example: State Priority 1.
   ii. A narrative describing how the project addresses five (5) Applicant selected criteria in Project Alignment with State Priorities in Section 4.5.2. The narrative must include subsection headings that correspond to each selection and evaluation criteria, for example: Digital Divide.
   iii. A discussion of whether alternate and/or more efficient approaches to addressing the public library’s need have been considered.
   iv. Efforts made by the library and the municipality or county to address the ongoing physical maintenance of and any improvements to the current library building over the past five (5) years.
   v. Is any percentage of this Project shared space? If yes, provide a brief description including: (a) the type of shared space; (b) the purpose for which the shared space is used by the other person/entity, including whether such purpose is for-profit use; (c) the percentage of the shared space used by the public library. For example, is the Applicant sharing the foyer of the building to hold art exhibits and library events with other tenants in the building? Are artworks or other items sold at such events? What percentage of the foyer area requiring work is utilized by the public library?
   vi. Is any percentage of this work in an area used for non-public library purposes? If yes, provide a brief description, including: (a) the type of work in such area; and (b) the percentage of such work which will benefit such non-public library purpose. For example, is the Applicant repairing a roof or HVAC system used by other tenants in the building?
3. **Library Templates (See Section 3.1.4)** – Templates are in an Excel workbook with worksheets labeled as listed below. Each worksheet must be completed and the workbook must be uploaded, labeled as “Templates”:
   i. Cost Estimate
   ii. Floor Area of Project and Square Footage Cost Calculation
   iii. Sources of Funds
   iv. Project Schedule (timeline)

4. **Resolution(s) to Apply (See Section 3.1.5)** – Upload a document labeled as “Resolution I” or “Resolution II”.

5. **Other Requisite Resolutions (See Section 3.1.6)** – Upload a bond ordinance or resolution of intent to provide Local Matching Funds, such resolution shall include the source of the Local Matching Funds. The bond ordinance or resolution shall be labeled “Other Requisite Resolution”.

6. **Proof of Ownership (See Section 3.1.7)** – Upload a document labeled “Proof of Ownership” that includes a legal description of the site and a copy of the deed.

7. **Building Program/Community Analysis (See Section 3.1.8)** – Upload the Building Program that includes a Community Analysis prepared by the architect or building consultant. The document(s) shall be labeled “Building Program/Community Analysis”.

8. **Building Analysis (See Section 3.1.9)** – Upload the architect’s Building Analysis labeled as “Building Analysis.” Also upload an executed “Architect Certification for Construction, Rehabilitation and/or Building Acquisition Project” form found in Section 8 - Appendix.

9. **Schematic Plans (See Section 3.1.10)** – Upload a document labeled “Schematic Plans” that includes a site plan, elevations and floor plans with furniture layouts.

10. **Architect’s Statement of Intent (See Section 3.1.11)** – If applicable, upload the “Architect’s Statement of Intent”, for projects that aspire to meet LEED, WELL or Green.

11. **Certification Statements (See Section 3.1.12)** – Upload an executed “Certification Statements” found in Section 8 - Appendix.

12. **State Aid Certification (See Section 3.1.13)** – If applicable, upload a document labeled “State Aid Certification” that provides an explanation and justification as to why the minimum criteria for State Library Aid was not met.

13. **Agency Approval Consult (See Section 3.1.14)** – Upload proof of consult with DEP and SHPO to determine if project requires such agency approval. The document shall be labeled “Agency Consults”.

14. **Agency Approval (See Section 3.1.14)** For projects requiring DEP, SHPO or another agency approval, upload copies of submission for any necessary approvals submission and/or receipts labeled as “Agency Approvals”.

**Additional Documents to be Uploaded for Land Acquisition Project**

If your project includes land acquisition, you must complete the items listed above for Construction, Renovation and Rehabilitation projects as well as:

1. **Letter of Intent to Acquire Land (See Section 3.2.1)** – Upload a document labeled “Letter of Intent” which must be any one of the following:
   i. 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; or
   ii. A letter of intent to purchase land; or
   iii. A contract for the purchase of land; and/or
   iv. Other legal documents as determined by the Applicant’s attorney to be proof of intent to purchase land and as acceptable to the President and State Librarian.

   The Letter of Intent must include
   i. Documentation of the value of the land (and if applicable, any structures upon it) to determine that each land purchase is reasonable and comparable in price to other land purchases in proximity to the land to be acquired; and
   ii. An appraisal – the appraisal shall be prepared by an independent appraiser licensed in the State of New Jersey.

When the purchase of land is complete, the Applicant shall be in compliance with N.J.A.C 15:24-2.7 (a)3.

**Documents to be Uploaded for Repair Only Projects**

1. **Executive Summary (See Section 3.3.2)** – Upload a document labeled “Executive Summary” that provides a brief summary of the project (maximum 125 words) and cut and paste the text of the Executive Summary in the text box provided.

2. **Seven Page Narrative (See Section 3.3.3)** – Upload a document labeled “Seven Page Narrative” that includes:
   i. A narrative describing how the Project satisfies the four (4) State Priorities identified in Section 4.5.1. The narrative must include subsection headings that correspond to each selection and evaluation criteria, for example: State Priority 1.
   ii. A narrative describing how the project addresses three (3) Applicant selected criteria in Project Alignment with State Priorities in Section 4.5.2. The narrative
must include subsection headings that correspond to each selection and evaluation criteria, for example: Digital Divide.

iii. An explanation of the need for the repair(s).

iv. A full description of the repair.

v. A discussion of whether alternate and/or more efficient approaches to addressing the public library’s need have been considered.

vi. Efforts made by the library and the municipality or county to address the ongoing physical maintenance of and any improvements to the current library building over the past five (5) years.

vii. Is any percentage of this Project shared space? If yes, provide a brief description including: (a) the type of shared space; (b) the purpose for which the shared space is used by the other person/entity, including whether such purpose is for-profit use; (c) the percentage of the shared space used by the public library. For example, is the Applicant sharing the foyer of the building to hold art exhibits and library events with other tenants in the building? Are artworks or other items sold at such events? What percentage of the foyer area requiring work is utilized by the public library?

viii. Is any percentage of this work in an area used for non-public library purposes? If yes, provide a brief description, including: (a) the type of work in such area; and (b) the percentage of such work which will benefit such non-public library purpose. For example, is the Applicant repairing a roof or HVAC system used by other tenants in the building?

3. **Library Templates (See Section 3.3.4)** – Templates are in an Excel workbook with worksheets labeled as listed below. Each worksheet must be completed and the workbook must be uploaded, labeled as “Templates”:
   i. Cost Estimate
   ii. Floor Area of Project and Square Footage Cost Calculation
   iii. Sources of Funds
   iv. Project Schedule (timeline)

4. **Resolution(s) to Apply (See Section 3.3.5)** – Upload a document labeled as “Resolution I” or “Resolution II”.

5. **Other Requisite Resolutions (See Section 3.3.6)** – Upload a bond ordinance or resolution of intent to provide Local Matching Funds, such resolution shall include the source of the Local Matching Funds. The bond ordinance or resolution shall be labeled “Other Requisite Resolution”.

6. **Schematic Plans (See Section 3.3.7)** – Upload a document labeled “Schematic Plans” that includes a schematic diagram.
7. **Certification Statements (See Section 3.3.8)** – Upload an executed “Certification Statements” found in Section 8 - Appendix.

8. **State Aid Certification (See Section 3.3.9)** – If applicable, upload a document labeled “State Aid Certification” that provides an explanation and justification as to why the minimum criteria for State Library Aid was not met.

9. **Agency Approval Consult (See Section 3.1.14)** – Upload proof of consult with DEP and SHPO to determine if project requires such agency approval labeled “Agency Consults”.

10. **Agency Approval (See Section 3.1.14)** For projects requiring DEP, SHPO or another agency approval, upload copies of submission for any necessary approvals submission and/or receipts labeled as “Agency Approvals”.

**Documents to be Uploaded for Barrier-Free Only Projects**

1. **Executive Summary (See Section 3.4.2)** – Upload a document labeled “Executive Summary” that provides a brief summary of the project (maximum 125 words) and cut and paste the text of the Executive Summary in the text box provided.

2. **Seven Page Narrative (See Section 3.4.3)** – Upload a document labeled “Seven Page Narrative” that includes:
   
   i. A narrative describing how the Project satisfies the four (4) State Priorities identified in Section 4.5.1. The narrative must include subsection headings that correspond to each selection and evaluation criteria, for example: State Priority I.

   ii. A narrative describing how the project addresses three (3) Applicant selected criteria in Project Alignment with State Priorities in Section 4.5.2. The narrative must include subsection headings that correspond to each selection and evaluation criteria, for example: Digital Divide.

   iii. A discussion of whether alternate and/or more efficient approaches to addressing the public library’s need have been considered.

   iv. Efforts made by the library and the municipality or county to address the ongoing physical maintenance of and any improvements to the current library building over the past five (5) years.

   v. Is any percentage of this Project shared space? If yes, provide a brief description including: (a) the type of shared space; (b) the purpose for which the shared space is used by the other person/entity, including whether such purpose is for-profit use; (c) the percentage of the shared space used by the public library. For example, is the Applicant sharing the foyer of the building to hold art exhibits and library events with other tenants in the building? Are
artworks or other items sold at such events? What percentage of the foyer area requiring work is utilized by the public library?

vi. Is any percentage of this work in an area used for non-public library purposes? If yes, provide a brief description, including: (a) the type of work in such area; and (b) the percentage of such work which will benefit such non-public library purpose. For example, is the Applicant repairing a roof or HVAC system used by other tenants in the building?

3. Library Templates (See Section 3.4.4) – Templates are in an Excel workbook with worksheets labeled as listed below. Each worksheet must be completed and the workbook must be uploaded, labeled as “Templates”.
   i. Cost Estimate
   ii. Floor Area of Project and Square Footage Cost Calculation
   iii. Sources of Funds
   iv. Project Schedule (timeline)

4. Resolution(s) to Apply (See Section 3.4.5) – Upload a document labeled as “Resolution I” or “Resolution II”.

5. Other Requisite Resolutions (See Section 3.4.6) – Upload a bond ordinance or resolution of intent to provide Local Matching Funds, such resolution shall include the source of the Local Matching Funds. The bond ordinance or resolution shall be labeled “Other Requisite Resolution”.

6. Schematic Plans (See Section 3.4.7) – Upload a document labeled “Schematic Plans” that includes a schematic diagram.

7. Certification Statements (See Section 3.4.8) – Upload an executed “Certification Statements” found in Section 8 - Appendix.

8. State Aid Certification (See Section 3.4.9) – If applicable, upload a document labeled “State Aid Certification” that provides an explanation and justification as to why the minimum criteria for State Library Aid was not met.

9. Agency Approval Consult (See Section 3.1.14) – Upload proof of consult with DEP and SHPO to determine if project requires such agency approval labeled “Agency Consults”.

10. Agency Approval (See Section 3.1.14) For projects requiring DEP, SHPO or another agency approval, upload copies of submission for any necessary approvals submission and/or receipts labeled as “Agency Approvals”.
### Application Checklist

The table below indicates the documents required for each project type. Use this table as a guide to ensure all necessary materials are submitted.

<table>
<thead>
<tr>
<th>Number</th>
<th>Document Description</th>
<th>Required for Construction/ Renovation/ Rehabilitation Projects</th>
<th>Required for Construction/ Renovation/ Rehabilitation Projects with Acquisition of land or building</th>
<th>Required for Repair Only</th>
<th>Required for Barrier-Free Only</th>
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<tr>
<td>1</td>
<td>Online Application</td>
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<td>Building Program/Community Analysis</td>
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<td>Architect Certification for Construction, Rehabilitation and/or Acquisition Project</td>
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<td>Schematic Plans</td>
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<td>11</td>
<td>Architect’s Statement of Intent</td>
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<td>12</td>
<td>Certification Statements</td>
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<td>State Aid Certification</td>
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<td>Agency Consult</td>
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<td>16</td>
<td>Letter of Intent</td>
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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
8.3 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 uncertification Signature

________________________________
Typed Name and Title Typed Name and Title

________________________________
Date Date

For the Library/Non-Profit Agency:

________________________________
Signature uncertification Signature

________________________________
Typed Name and Title Typed Name and Title

________________________________
Date Date
CERTIFICATION STATEMENTS

The ______________________________________ Board of Trustees/County Library Commission or Municipality/County of _____________________________ certifies:

<table>
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<tr>
<th>The project adheres to N.J.A.C.15:24-2.7.</th>
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<tr>
<td>The Applicant has or will have the Local Matching Funds for the project.</td>
</tr>
<tr>
<td>The project will comply with all applicable State and Federal laws, rules, codes, statutes, and government guidelines; including the principles of affirmative action and equal employment opportunity, where applicable, and applicable New Jersey labor laws, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), and the State Uniform Construction Code Act (N.J.S.A. 52:27D-119 et seq.), and the regulations promulgated thereunder.</td>
</tr>
<tr>
<td>The Applicant certifies that the project will provide equitable public access to current technology and that the public library building will be adaptable to future uses of technology for all customers.</td>
</tr>
<tr>
<td>The project will comply with State and Federal regulations for providing barrier-free access.</td>
</tr>
<tr>
<td>The Applicant has met the minimum criteria for the receipt of State Library Aid in the calendar year prior to submitting this application. If the Applicant has not met all criteria for receipt of State Library Aid, an explanation and justification has been submitted with this application.</td>
</tr>
<tr>
<td>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 in N.J.A.C. 15:24-2.7(a)4, 15:24-2.7(b) and 15:24-2.7(c). 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.</td>
</tr>
<tr>
<td>The Applicant will acknowledge the funders on all promotional materials about the grant and on the public library website using the proper acknowledgement statement and logos provided.</td>
</tr>
<tr>
<td>Commitment to the appropriate maintenance of the public library building and grounds, systems, and fixtures, as funded by the Bond Act.</td>
</tr>
<tr>
<td>As of the date of this application, the Library and/or municipality has reviewed and understands the posted questions and answers and all addenda about the New Jersey Library Construction Bond Act; Phase II</td>
</tr>
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</table>

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Library Construction Bond Act solicitation on the website for such purposes and has taken such questions and answers into account in completing and submitting this application.

To the best of my knowledge and belief, the information and data provided by the Applicant in the application is true and correct.

Please read and initial each box above, and also sign and attest below:

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<tr>
<th>Authorized by:</th>
<th>Attested to by:</th>
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<tbody>
<tr>
<td>Signature</td>
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<td>Typed Name and Title of Official</td>
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Authorized by:     Attested to by:
8.5 Exhibit D

ARCHITECT CERTIFICATION FOR CONSTRUCTION, REHABILITATION AND/OR ACQUISITION PROJECT

Applicant: ________________________________________________________________

Project: __________________________________________________________________

The undersigned is an architect licensed in the State of New Jersey providing architectural services on behalf of the referenced Applicant for the development of the referenced Project, a construction, rehabilitation and/or building acquisition project, to be submitted for grant funding under the New Jersey State Library Construction Bond Act.

Pursuant to N.J.A.C. 15:24-2.7(d), the undersigned has prepared a building analysis for the referenced Project, in substantiation of the suitability and practicality of the project, and certifies the following:

- The building is structurally sound.
- The building is suitable for acquisition or rehabilitation and upon completion will require no more than normal, annual maintenance.
- An evaluation of space requirements and allocation of space demonstrates that the structure, as acquired or rehabilitated, will serve the specific needs of the Applicant and its community.
- Replacement or improvement needs were determined by an analysis of all mechanical aspects of existing construction.
- The rehabilitated structure and all its components shall have a life expectancy of 20 years or more from completion of the Project.

By signing below, I hereby certify that the above information is true and correct.

Architect Signature

Name of Architect: 

Date:
ARCHITECT’S STATEMENT OF INTENT

Applicant: ________________________________________________________________
Project: __________________________________________________________________

Check all that apply:

☐ Leadership in Energy and Environmental Design (LEED)

Pursuant to N.J.A.C. 15:24-4.1(a)11 of the New Jersey Library Construction Bond Act Rules, the undersigned architect submits this Statement of Intent on behalf of the above referenced Applicant and certifies that the project design for the referenced project aspires to meet a LEED certification level of silver or higher.

☐ WELL Certification

Pursuant to N.J.A.C. 15:24-4.1(a)12 of the New Jersey Library Construction Bond Act Rules, the undersigned architect submits this Statement of Intent on behalf of the above referenced Applicant and certifies the intention of the project design for the referenced project to meet WELL certification standards for improving human health and well-being in buildings.

☐ Green Design Elements

Pursuant to N.J.A.C. 15:24-4.1(a)11 of the New Jersey Library Construction Bond Act Rules, the undersigned architect submits this Statement of Intent on behalf of the above referenced Applicant and certifies that the project design for the referenced project includes the following Green design elements:

By signing below, I hereby certify that the above information is true and correct.

Architect Signature
Name of Architect:
Date: