State of New Jersey

New Jersey State Library Construction Bond Act
Technical Assistance Session

Presented by:
Jen Nelson, State Librarian

April 15, 2021
Presenters

New Jersey State Library
- Jen Nelson, State Librarian
- David Dean, Associate Director of Information Technology
- Kathleen Moeller-Peiffer, Deputy State Librarian for Library Support Services
- Sheri Shafer, Chief Financial Officer

New Jersey Educational Facilities Authority
- Eric D. Brophy, Esq., Executive Director
- Jamie O’Donnell, Grant Program Manager

Eckert Seamans Cherin & Mellott, LLC
- Dacia Haddad, Bond Counsel
Program Overview and Application Components

A. Introduction

B. Program Overview – Solicitation Section 1

C. Application Procedures – Solicitation Section 2

D. Application – Solicitation Sections 3, 7, and 8

E. Application Review and Award Information – Solicitation Section 4

F. Grant Award Administration – Solicitation Section 5
A – Introduction
Participants in LCBA 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
NJ Library Construction Bond Act ("LCBA")

Background:

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

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

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

• To improve New Jersey’s public library facilities in order to ensure the well-being and success of New Jersey’s residents.

• To support 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.
Winter 2020 Cycle

- $87,500,000 was made available in first grant solicitation
- 139 applications were received
- 129 applications were deemed complete, evaluated and scored
- $209,237,525 in grant funds were requested by these Applicants
- 38 grant awards were authorized totaling $86,484,040
Spring 2021 Cycle

• Grant solicitation process will be competitive.
• Approximately $37.5 million will be made available for new grants.
• Approved grants must support no more than 50% of the cost of the Project and the Applicant must provide matching funds to support at least 50% of the cost of the Project.
Spring 2021 Cycle (cont.)

Spring 2021 Cycle Updates

- Solicitation and grant application streamlined from Winter 2020 Cycle
  - Instructions clarified
  - Additional guidance provided in *Writing an Application for a Grant under the LCBA* and posted to NJSL website

- Applications will be divided into two categories for the LCBA Review Committee, evaluation and grant consideration
  1) Repair Only and Barrier Free Only - approximately $10 million available for grants
  2) Construction, Renovation, Rehabilitation, and Acquisition approximately $27.5 million available for grants
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 Thomas Edison State University
- Submit a list of selected projects to the Legislature
- Submit an appropriations request for the program
- Notify grant awardees
- Enter into grant agreements with awardees
- Monitor progress of projects
NJEFA’s Role

• Pursuant to a Memorandum of Understanding ("MOU") with the State Librarian and President of Thomas Edison State University, NJEFA assists with implementation and administration of the LCBA:
  • Assists with intake and review of applications for conformity with LCBA regulations and solicitation.
  • Works with bond counsel post-grant award to coordinate tax questionnaire and due diligence process, and development and execution of grant agreements.
  • Assists in processing requisitions for grant funds and annual compliance reporting.
Bond Counsel’s Role

• IRS rules for tax-exempt bonds
  • Private use
  • Shared space
  • Use of grant funds
• Record keeping
• Examples of disqualifying projects/elements
• Transfers of Facilities
B – Program Overview
Solicitation Section 2
Important Dates for Spring 2021 Cycle

- **March 15, 2021** - Spring 2021 Cycle Solicitation Available
- **March 29, 2021** - Question and Answer Period Begins
- **April 15, 2021** - Technical Assistance Webinar
- **April 23, 2021 4:00 p.m. EDT** - Question and Answer Period Ends
- **May 7, 2021** - Final Q&A and Addenda (if any) Posted
- **May 10, 2021** - Application Submission Period Begins
- **June 4, 2021 4:00 p.m. EDT** - Application Submission Deadline
Submission of Complete Applications

• Applications received by the deadline of 4:00 PM EDT, June 4, 2021 and deemed complete will be evaluated and scored by LCBA Review Committee. “Complete” includes but is not limited to:

  • Application submitted in the manner set forth in the Solicitation
  • Application has all of the required information
  • Applicant has consulted with DEP and SHPO prior to submission
  • Applicant and project has been determined eligible
Projects Requiring SHPO Approval

- Proof of SHPO application submission must be included in LBCA application
  - SHPO application does not need to be a “complete” SHPO application.
  - Applicants requiring SHPO approval can complete the SHPO application process following notice of award.
• Submit questions on the Solicitation to QandA@njefa.nj.gov by April 23, 2021 at 4:00 pm.
• Phone calls and faxes will not be accepted.
• Any Q&A Documentation and/or addenda will be posted to the State Library website no later than May 7, 2021 https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act
• All Applicants must certify that they have reviewed and are familiar with the Q&A Documentation and Addenda.
Eligible Applicants

• Public libraries - all New Jersey municipal, county, joint, and association public libraries.

• Municipalities - in cases where 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.
Eligible and Ineligible Project Types

• Eligible Projects
  • 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 land for construction of new buildings or expansion of public library buildings
  • 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
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
- Barrier-free 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
  - Furniture & equipment costs not to exceed 30% of total costs of the project
- 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
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.
  • No cost will be reimbursed unless and until the Legislature enacts an appropriation for the project, there is a fully executed Grant Agreement for the project and all terms and conditions of the Grant Agreement have been met.

• 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
• Construction costs relating to non-public library use areas
• Shared space
Maximum Square Footage Costs

• New construction or addition to public library: $511.29 per square foot
• Rehabilitation, renovation repairs and barrier free improvements: $357.90 per square foot
• Registered historic site rehabilitation, renovation and repair: $511.29 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 percentage of public library use to total use.
• Approved grants must support no more than 50% of the cost of the Project and the Applicant must provide matching funds to support at least 50% of the cost of the Project.

• Eligible matching funds include: cash, local governmental appropriations, grants (other than grants from State of New Jersey sources), funds from any private or Federal source, and proceeds of bonds issued by or on behalf of the Applicant.

• Applicants will have 3 months following notification of grant award to submit copies of an ordinance of appropriation, a bond ordinance, or other evidence/proof of match.

• A grant may be cancelled if the Applicant is unable to provide evidence of matching funds within 3 months of notification of grant award.
C – Application Procedures

Solicitation Section 2
Submission of Applications - Steps

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

• Visit [http://bond.njstatelib.org/](http://bond.njstatelib.org/)
• Log in or register
Submission of Applications - Demo

Log in

applicant@example.com

Password

Log In

Keep me logged in

Sign up for an account

Powered by Jira Service Management
Submission of Applications - Demo

• Start an application

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?
Search

Application for Funds Spring 2021 Cycle
Submission of Applications - Demo

• Attach required documents

Attachment

Drag and drop files, paste screenshots, or browse

⚠️ All documents to be uploaded for your project are to be added here. Review the Upload Instructions page of the Solicitation for detailed instructions for the required documents.

Application Information
Complete and submit your application

Email
quotes@company.com

I understand and agree that by completing this form I am submitting the Online Application portion of the Application for Funds Spring 2021 Cycle and I have uploaded all other required documents for my project application.

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

• Review your application
Submission of Applications - Demo

HelpDesk / Library Construction Bond / BOND-11

Front Desk

Activity

applicant@example.com 02/21/20 3:39 PM  LATEST
Library-Sources-of-funds-2-21-20v2 test-1.xlsx (47 kB)

Viewing Form

Bond Application

Applicant Info
Name of Library

Attachments

Library-Sources-of-funds-2-21-20v2 test-1.xlsx
02/21/20 3:34 PM  47 kB
Withdrawal of Applications - Demo

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

HelpDesk
Library Construction Bond

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What do you need help with?

$Search

Application for Funds

HelpDesk / Library Construction Bond / BOND-11
Front Desk

Comment on this request...

Don't notify me

Request withdrawal

Activity

applicant@example.com 02/21/20 3:39 PM LATEST

Library-Sources-of-funds-2-21-20v2 test-1.xlsx (47 kB)

Shared with

applicant@example.com Creator

Attachments

Download All

Library-Sources-of-funds-2-21-20v2 test-1.xlsx 02/21/20 3:34 PM 47 kB
D  – Application

Solicitation Section 3 – Application Components
Solicitation Section 7 – The Application
Solicitation Section 8 – Appendix - Forms
# Grant Application Requirements

<table>
<thead>
<tr>
<th>Application Requirements</th>
<th>Const/Renov/Rehab</th>
<th>Const/Renov/Rehab with Acquisition</th>
<th>Repair Only</th>
<th>Barrier-Free Only</th>
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<tr>
<td>Online Application</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Executive Summary</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Seven Page Narrative</td>
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<td>X</td>
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<tr>
<td>Library Templates</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td>Resolution(s) to Apply</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Other Requisite Resolutions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Proof of Ownership</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Building Program/Community Analysis</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Building Analysis</td>
<td>X</td>
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<td></td>
<td></td>
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<tr>
<td>Architect Certification for Construction, Rehabilitation, and/or Acquisition</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Schematic Plans</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Architect’s Statement of Intent</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification Statements</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>State Aid Certification</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Agency Consult</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Agency Approvals</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
**IMPORTANT UPDATE regarding Library Construction Bond Act Applications** There was an error on the original Solicitation for Grant Applications, Resolution I, and Resolution II documents. The corrected documents are now posted below.

**ROUND TWO GRANT SOLICITATION ANNOUNCED – March 15, 2021**

On March 15, 2021, Gov. Murphy announced the launch of the second round of grant solicitations for the Library Construction Bond Act. See the full press release here.

1. Solicitation for Grant Applications
2. Requirements of a Building Program and Community Analysis
3. Resolution I
4. Resolution II
5. Certification Statements
6. Architect Certification for Construction, Rehabilitation and/or Acquisition Project
7. Architect’s Statement of Intent
8. Library Templates
9. Application Checklist
10. Writing a Successful Application
• Writing an Application for a Grant under the LCBA
  • Helpful tips to complete your application
  • How to submit questions
  • Changes from last cycle
Completing a Building Program

• Items to include in your Building Program:
  • Community Analysis
  • Schematics
Calculation of Shared Space Example

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

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2,000</td>
<td>square feet</td>
</tr>
<tr>
<td>× $357.90</td>
<td>cost per square foot</td>
</tr>
<tr>
<td>$715,800</td>
<td>total project cost</td>
</tr>
<tr>
<td>$357,900</td>
<td>grant request</td>
</tr>
<tr>
<td>$357,900</td>
<td>match requirement</td>
</tr>
</tbody>
</table>
New construction, 10,000 square foot project, 100% public library use:

- \[10,000 \times \$511.29 = \$5,112,900\] total project cost
- \$2,556,450 grant request
- \$2,556,450 match requirement

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

- \[10,000 \times 0.60 = 6,000\] public library square feet
- \[6,000 \times \$511.29 = \$3,067,740\] total eligible project cost
- \$1,533,870 grant request
- \$1,533,870 match requirement
<table>
<thead>
<tr>
<th>Current building:</th>
<th>New addition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000 square feet</td>
<td>3,000 public library square feet</td>
</tr>
<tr>
<td>X 60% public library usage</td>
<td>X $511.29 cost per square foot</td>
</tr>
<tr>
<td>6,000 public library square feet</td>
<td>$1,533,870 total eligible project cost</td>
</tr>
<tr>
<td>X $357.90 cost per square foot</td>
<td></td>
</tr>
<tr>
<td>$2,147,400 total eligible project cost</td>
<td>$766,935 grant request</td>
</tr>
<tr>
<td>$1,073,700 grant request</td>
<td>$766,935 match requirement</td>
</tr>
<tr>
<td>$1,073,700 match requirement</td>
<td></td>
</tr>
</tbody>
</table>

**Total Project:**

- $1,840,635 total grant request
- $1,840,635 total match requirement
- $3,681,270 total project cost

Rehabilitation of current building, 10,000 square feet, that is shared 60%/40% public library/other municipal space, plus 3,000 square foot addition:
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
  - \( \times \$600 \) cost per square foot
  - \$6,000,000 total project cost

- Allowable project cost:
  - 10,000 square feet
  - \( \times \$511.29 \) maximum allowable cost per square foot
  - \$5,112,290 maximum allowable cost

- Total sources of funds:
  - \$2,556,450 grant funds (50% of max allowable)
  - \$2,556,450 match (50% of max allowable)
  - \$887,100 additional local funding
  - \$6,000,000 total project cost
## Library Templates – Cost Estimate

<table>
<thead>
<tr>
<th>Name of Applicant: XYZ Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Project: Expansion &amp; Rehabilitation of XYZ Library</td>
</tr>
</tbody>
</table>

### Cost Estimate

<table>
<thead>
<tr>
<th>Costs by category (only eligible costs are to be included)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cost of purchase of land and/or building(s)</td>
<td></td>
</tr>
<tr>
<td>2. Site grading and improvement of land</td>
<td></td>
</tr>
<tr>
<td>3. Architectural, engineering, planning, legal, financial, inspection, permit fees, or other professional services</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>4. Hazardous materials abatement and/or remediation</td>
<td></td>
</tr>
<tr>
<td>5. Cost of construction of new building</td>
<td></td>
</tr>
<tr>
<td>6. Cost of rehabilitation and/or renovation</td>
<td>$2,072,400.00</td>
</tr>
<tr>
<td>7. Cost of an addition to an existing or purchased building</td>
<td>$1,333,870.00</td>
</tr>
<tr>
<td>8. Cost of repair project</td>
<td></td>
</tr>
<tr>
<td>9. Cost of barrier-free improvements</td>
<td></td>
</tr>
<tr>
<td>10. Furniture and equipment *</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>11. Moving expenses to a new or purchased building and/or its addition</td>
<td></td>
</tr>
<tr>
<td>12. Expenses for moving to, and from a temporary public library facility and rent for up to eighteen months</td>
<td></td>
</tr>
<tr>
<td>13. Expenses for off-site storage for up to eighteen months and related moving costs</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PROJECT COST:** $3,681,270.00

*Not to exceed 30% of the total eligible costs of the proposed project.*

Line Item 10 Furniture and equipment should not exceed: $1,104,381.00
| Name of Applicant: XYZ Library |
| Name of Project: Expansion & Rehabilitation of XYZ Library |
| Floor Area of Project (in square feet) | 9,000.000 |

Include total square footage of space to be used as a public library, including outer walls, areas provided for mechanical equipment and maintenance requirements, and storage.

**Square Footage Cost Calculation**

The cost of any shared space shall be prorated on the basis of the percentage of public library use.

A. Grant Funds: Computation for an Addition, for Construction of a New Library Building, or for a Reconstruction of an Existing or Purchased Building

- Gross square feet of new construction: 3,000.000
- Cost per square foot (max $331.29): $ 331.29
- Total Project Cost: $ 1,533,870.00
- Grant Requested: $ 766,915.00
- Maximum cost allowed: $ 1,533,870.00
- Maximum grant request: $ 706,905.00

B. Grant Funds: Computation for Repair Projects, Barrier Free Projects and Rehabilitation Projects that do not include construction

- Gross square feet of rehabilitation, repair, barrier-free projects: 6,000.000
- Cost per square foot (max $167.66): $ 167.66
- Total: $ 2,147,408.00
- Grant Requested: $ 1,074,700.00
- Maximum cost allowed: $ 2,147,408.00
- Maximum grant request: $ 1,073,700.00

C. Grant Funds: Computation for Historic Library Building

- Gross square feet of project
- Cost per square foot (max $331.29)
- Total
- Grant Requested
- Maximum cost allowed
- Maximum grant request

D. Total Grant Requested

- From A: Grant requested: $ 766,915.00
- From B: Grant requested: $ 1,074,700.00
- Total of all three sections/total grant requested: $ 1,840,635.00

* Grant fund requests cannot exceed $1,250,000
<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Amount</th>
<th>Date Funding Will Be Available</th>
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</thead>
<tbody>
<tr>
<td><strong>I. Total grant requested</strong> <em>(use Sq. Ft. Cost Calc. Template)</em></td>
<td>$1,840,635</td>
<td></td>
</tr>
<tr>
<td><strong>II. Cash on hand</strong></td>
<td>$205,000</td>
<td>12/31/2021</td>
</tr>
<tr>
<td><strong>III. Budgeting appropriations</strong></td>
<td>$750,000</td>
<td>1/1/2022</td>
</tr>
<tr>
<td>Please document: Town of XYZ budget will be voted on at the 12/15/2021 town council meeting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IV. General obligation bonds or debt to be authorized</strong></td>
<td>$750,000</td>
<td>2/1/2022</td>
</tr>
<tr>
<td>Please explain; Bond ordinance to be passed on second reading in January 2022.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>V. Negotiable or non-negotiable securities</strong></td>
<td></td>
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<tr>
<td>Please explain;</td>
<td></td>
<td></td>
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<tr>
<td><strong>VI. Gifts or bequests</strong></td>
<td>$50,000</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>Please explain; Bequest from Mrs. Jane Smith to XYZ Library</td>
<td></td>
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<tr>
<td><strong>VII. Federal funds</strong></td>
<td></td>
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<tr>
<td>Please explain;</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VIII. Other</strong></td>
<td>$25,000</td>
<td>1/1/2022</td>
</tr>
</tbody>
</table>

Detail other funding source: Grant from ABC Foundation, a NJ non-profit corporation

| Total Matching Funds | $1,840,035 |
| Total Funding, All Sources | $1,681,270 |

* Grant fund requests cannot exceed $12,500,000
## Library Templates – Project Schedule (Timeline)

**Name of Applicant:** XYZ Library  
**Name of Project:** Expansion & Rehabilitation of XYZ Library

### Anticipated Project Schedule

- **Anticipated Start Date (Design):** 1/1/2022  
- **Anticipated Start Date (Construction):** 4/1/2022  
- **Anticipated Completion Date:** 3/1/2023

### Fill out cash flow requirements in chart below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Anticipated Grant Funds</th>
<th>Grant Match</th>
<th>Other Funds</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 1</td>
<td>1/1/2022</td>
<td>25,000.00</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Month 2</td>
<td>2/1/2022</td>
<td>25,000.00</td>
<td>0</td>
<td>0%</td>
</tr>
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<td>65,635.00</td>
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## Application Checklist

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<tr>
<th></th>
<th>Required for Construction/Rehabilitation Projects</th>
<th>Required for Construction/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>2</td>
<td>Executive Summary</td>
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<td>Library Templates</td>
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<td>Resolution(s) to Apply</td>
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<td>Other Requisite Resolutions</td>
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<tr>
<td>7</td>
<td>Proof of Ownership</td>
<td></td>
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<td></td>
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<td>8</td>
<td>Building Program/Community Analysis</td>
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<td>Building Analysis</td>
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<td>9b</td>
<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>13</td>
<td>State Aid Certification</td>
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<td>16</td>
<td>Letter of Intent</td>
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</table>
Appendix - Forms

• Exhibit A – Resolution I
• Exhibit B – Resolution II
• Exhibit C - Certification Statements
• Exhibit D – Architect Certification for Construction, Rehabilitation and/or Acquisition Project
• Exhibit E – Architect’s Statement of Intent
8.2 Exhibit A

RESOLUTION 1

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 __________________________
Appendix – Resolution II

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:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Certification Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typo Name and Title</td>
<td>Typo Name and Title</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

For the Library/Non-Profit Agency:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Certification Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typo Name and Title</td>
<td>Typo Name and Title</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
## Certification Statements

The [Board of Trustees/County Library Commission or Municipality/County of ] certifies:

<table>
<thead>
<tr>
<th>Statement</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project adheres to N.J.A.C.13:24-2.7.</td>
<td>To the best of my knowledge and belief, the information and data provided by the Applicant in the application is true and correct.</td>
</tr>
<tr>
<td>The Applicant has or will have the Local Matching Funds for this project.</td>
<td></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. 49A:11-1 et seq.), and the State Uniform Construction Code Act (N.J.A.S. 52:27D-119 et seq.), and the regulations promulgated thereunder.</td>
<td></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>
<td></td>
</tr>
<tr>
<td>The project will comply with State and Federal regulations for providing barrier-free access.</td>
<td></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 the receipt of State Library Aid, an explanation and justification has been submitted with this application.</td>
<td></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>
<td></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 acknowledgment statement and logos provided.</td>
<td></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>
<td></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 District Bond Act.</td>
<td></td>
</tr>
</tbody>
</table>

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

- **Authorized by:**
- **Attested to by:**

- **Signature**
- **Signature**

- **Typed Name and Title of Official**
- **Typed Name and Title**

- **Date**
- **Date**
E – Application Review and Award Information
Solicitation Section 4
Completeness and Eligibility

• Applications will be reviewed for completeness and projects will be reviewed 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.
Bond Counsel – Application Review

• Grant Agreements with form of requisition
• Reimbursement cut-off date
• Ineligible Costs – costs which are not capital in nature
• Useful life
• Due diligence and tax questionnaire
Application Review and Approval Process

• LCBA Review Committee is selected by the State Librarian and includes representatives from various State agencies.

• Applications will be divided into two categories for review, evaluation and grant consideration:
  1) Repair Only and Barrier Free Only - approximately $10 million available for grants
  2) Construction, Renovation, Rehabilitation, and Acquisition – approximately $27.5 million available

• LCBA Review Committee will be divided into two groups and each group will be assigned a category for evaluation.

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

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

• The President prepares and certifies a list of projects and approved grant amounts to the Legislature.

• Grant awards are subject to Legislative review and appropriation by the Legislature.
Grant Funding

Maximum and Minimum Grant Awards
• Maximum grant award: $12.5 million
• Minimum grant award: $50,000
• Exceptions to minimum award:
  • Barrier-free only and repair only projects
  • If population served is less than 12,500 people and 2018 equalized per capita valuation is less than $200,000
• 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).
Project Alignment with Evaluative Criteria

- Barrier-Free Improvements
- Socioeconomic Profile
- Current Needs
- Digital Divide
- Future Projected Needs
- Resiliency
- Library Standards
- Current Building Standards
- Functionality of Public Library Building
- Enhancement of Existing Functions
- New Services
- Degree of Community Support/Partnership
- Operation and Maintenance of Facility
- Cost-Effectiveness
F – Grant Award Administration

Solicitation Section 5
Notice of Grant Award and Grant Offer Letter

• Successful Applicants will be notified by the State Librarian through a Notice of Grant Award (NOGA) if their project was recommended and approved for funding by the Legislature.
  • **Important:** Proof of match must be submitted within three months of the date of the Notice of Grant Award.

• EFA will send applicants a Grant Offer Letter that includes:
  • Grant agreement
  • Prerequisites and conditions
  • Due diligence and Tax Questionnaire
Grant Agreements and Due Diligence

• Due Diligence
  • Sources and uses of funds
  • Resolutions approving project, approving reimbursement from bond proceeds, approving bridge/interim loans
  • Changes to approvals, permits, environmental matters etc. from application
  • Evidence of matching funds
  • Receipt of DEP, SHPO or other agency approval

• Grant Agreement
Grant Agreement

• Executed grant agreement
  • Timeline for construction schedule begins
  • Funds can be requisitioned

• No expenses incurred prior to the date the list of recommended projects is sent to the Legislature will be eligible for reimbursement. However, expenses related specifically to acquisition of land or acquisition of an existing building to be used as a public library will only be eligible for reimbursement if incurred on or after the effective date of the grant agreement.
Requisition Process

Disbursement through 4 installments

• **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 proof of award of contract;

• **50%** when the project is **50%** complete and upon submission of the architect’s certification;

• **20%** when the project is substantially complete and upon submission of the project architect’s certification to that effect; and

• **5%** upon receipt of a temporary certificate of occupancy and final project expenditure report.

Alternate option

• **100%** disbursement available if the entire project is complete and the applicant provides all the necessary documentation detailed in the requisition.
Moving Forward

• Requisitioning
• Annual Grant Reporting
• Monitoring
Thank you