New Jersey Library Construction Bond Act

SPRING 2021 CYCLE

Question and Answer Documentation

Updated April 29, 2021

Questions regarding the Solicitation may be submitted via email to QandA@njefa.nj.gov from March 29, 2021 until 4:00 pm EDT, April 23, 2021.

Final Question and Answer Documentation will be posted by no later than May 7, 2021.

Please check the NJSLS’s website regularly for new postings.
April 14, 2021

Q1) Can you please explain the difference in the two resolutions and exactly how they should be completed?

A1) The Application must include the Resolution applicable to the Applicant’s type of public library. Resolution I is for municipal libraries, county libraries, joint libraries, and association libraries.

In Resolution I, the governing body of the public library responsible for establishing and maintaining the public library (i.e. the Board of Trustees, the County Library Commission, or the Board of County Commissioners, as appropriate) certifies that the public library has been granted permission to apply for grant funds in the stated amount for the proposed project under the New Jersey Library Construction Bond Act.

If the Applicant is submitting Resolution I, one executed copy of Resolution I must be included with the application.

Resolution II is for municipalities in the case where the municipality is building a library to be stocked, staffed and equipped by a county or other library.

In Resolution II, the municipality and the library/nonprofit agency/association library certifies that the governing bodies of the municipality and the public library are authorized to submit a grant application for the proposed project and for grant funds in the stated amount. The municipality building the library as well as the library that is providing the stocking, staffing, and equipping should both sign. Resolution II may be executed in counterparts.

If the Applicant is submitting Resolution II, two copies of Resolution II must be included with the application.

Please note that the forms for Resolutions I and II, posted on the New Jersey State Library’s website on March 15, 2021, contained an error. Corrected forms for the Resolutions were posted on the website on March 29, 2021.

Q2) We are reapplying for Round 2. Will borough resolution in support of the renovation project adopted October 2019 be accepted in this round? We are not changing any of the budget or design.

A2) No. New resolutions should be submitted for the Spring 2021 Cycle.

Q3) Can we upload previously submitted letters of intent, etc.?

A3) No. While Applicants may submit an Application for the same project as proposed in the prior Winter 2020 Cycle, a new “Letter of Intent” must be submitted with the Spring 2021 Cycle Application.

Q4) Is there a word count within the narrative sections; if so, what is it?

A4) No. Although there is no word count for the narrative section, the “Seven Page Narrative” must be double spaced, in Times New Roman with font size 12, and with margins no less than 0.75 inches.
Q5) Can we submit letters of community support?
A5) No. Letters of community support will not be accepted.

Q6) If a project's cost per square foot is more than $511.29, what does the reviewer consider to conclude if a project's cost is high, not reasonable or not appropriate? Your guidance document says: "Discuss what makes your project cost effective. Using the cost per square foot as a basis, describe energy efficiency with a new HVAC system or reduced energy costs with solar panels, etc. Indicate where improved cost efficiencies will be found in the new or renovated building." Are there other considerations and is there a percentage over that would be viewed as excessive?
A6) The maximum per square foot costs for computation of project grant funding is set at $511.29 for new construction, $357.90 for rehabilitation and repair, and $511.29 for rehabilitation or renovation of a building registered as a New Jersey or Federal historic site.

Applicants should demonstrate in their application the relevancy of square footage costs to their project if the maximum per square foot costs exceed the amounts set forth above. There is no set percentage over which square footage costs would be deemed excessive.

Applicants may propose to undertake projects with higher costs per square foot than the Library Construction Bond Act Program allows; however, grant funds will not cover any cost per square foot above the maximum allowed. Applicants must use their own funding to pay for any cost above the maximum allowed per square foot.

Q7) From the First Round, we have "Other Resolutions" that are still relevant and could be used in the Second Round. Are new resolutions required in these cases?
A7) Yes. New resolutions should be submitted for the Spring 2021 Cycle.

Q8) Different from the First Round, 3 or 5 evaluative criteria are required to be selected for narrative. The reviewer will only focus on the selected criteria and not question or judge why other criteria were not selected and described?
A8) Reviewers will be asked to assess how well the applicant responds to the three or five selected criteria, and if the response is sufficient to understanding the project and its relationship to the identified priorities. Applicants should select the criteria that best represent the proposed project and its relationship to the LCBA program priorities.

Q9) Our township has dedicated land for our project through an "Other Resolution". Is proof of ownership of the land by the town required to be submitted in this case?
A9) Yes. Proof of ownership of the land by the township should be submitted. The Application should also include the resolution dedicating the land for public library use.

Q10) What type of proof would be expected in the application related to the Applicant’s consult with the New Jersey Department of Environmental Protection and Historic Preservation Office to determine if the project requires DEP OR SHPO approval?
A10) Proof that the Applicant has consulted with DEP and SHPO can be in the form of an email from DEP or SHPO, or a letter on the Applicant’s letterhead, confirming the date(s) of the consult and
the response of DEP or SHPO. Note that if the project does require DEP or SHPO approval, the Application must include proof of submission for such necessary approvals from DEP or SHPO.

Q11) Section 4.3 on page 16/37 of the guidance document refers to a project with several components may be approved for a component(s) and corresponding funding for those component(s). Please provide an example of what such a project may look like?

A11) Rehabilitation or renovation of an existing library building plus construction of an addition to the existing library building would be considered one project with multiple components.

Q12) How will the rubrics for review of applications be different in the Second Round?

A12) The rubric includes evaluative scoring for the four state priorities and for three or five evaluative criteria that are Applicant-selected. The wording of the evaluative criteria and scoring choices has been streamlined for improved comprehension.

Q13) Will the group of reviewers of applications be a different group of reviewers for the Second Round?

A13) The Review Committee consists of eight State agency employees with expertise in construction and design, historic preservation, knowledge of public libraries, and general expertise and knowledge of New Jersey state government. Some of the members of the Review Committee from the Winter 2020 Cycle will also serve on the Review Committee for the Spring 2021 Cycle.

Q14) I have reached out to the state historic preservation office to inquire as to how we would secure proof of our consultation with the agency. Their response is to direct us to their interactive website that will identify if the subject property is or is not on their register (email attached below). In the property-search example below, the property call-out indicates it is not a listed property. Would that screen capture satisfy this requirement? If not, what specifically is required?

A14) No, a screen capture does not satisfy this requirement. See A10.

Q15) If the property were to be listed and therefor require an application to the state, there is not enough time in the grant application process for new 2nd round applicants to meet the requirement in 3.1.14 whereas an application is to be submitted to such agencies. How will these libraries be accommodated?

A15) If a project requires DEP, SHPO, or other agency approvals, the Applicant must provide evidence that application has been made for any such necessary approvals. For DEP and/or SHPO approval, Applicants need only provide evidence that the Applicant submitted an application to DEP and/or SHPO for approval. If the Applicant’s project is selected for a grant award, the grant award shall be contingent upon the receipt of final SHPO approval.

Q16) Along the same lines as my historic preservation question, absent of any correspondence from DEP for a particular property, can we show information from the agency’s website that demonstrates a property to be outside of any flood zone? Would this suffice as our consultation with the agency?
A sample screen capture is below.

A16) No, this would not suffice. See A10.

Q17) If we applied in Round 1, do we need to get new resolutions for 2nd round application?

A17) Yes. See A2, A3, and A7.

Q18) In the first round, the Architect had to submit a number of certifications. It appears that these have been consolidated onto one or two forms. Is this correct? If not and the certifications need to be submitted can they be submitted “as is” from the first round grant?

A18) Yes. The forms for the “Architect’s Certification for Construction, Rehabilitation and/or Acquisition Project” and the “Architect’s Statement of Intent” can be found in the Appendix of the Solicitation as Exhibits D and E, respectively. The forms are also available on the State Library website. Certifications from the Winter 2020 Cycle cannot be resubmitted for the Spring 2021 Cycle.

Q19) Will there be different set of examiners in second round than in the first round?

A19) See A13.

Q20) How is the Municipal Revitalization Index (MRI) number factored into the evaluation when awarding grants? Is it included as Part of the indexed score?

A20) The MRI number is not part of the indexed score for an application. It may be factored into decision-making as a measure of community need with similarly scored libraries.

April 20, 2021

Q21) Is a grant submission for work on electrical infrastructure upgrades (introducing new transformers, providing additional receptacle power, wire panelboards, 480 deltas) considered a renovation/rehabilitation project or a repair project?

A21) Electrical infrastructure upgrade is considered a repair project.

Q22) Can applicants who received funding during the first round of applications also apply during the second round of the program?

A22) Yes.
Q23) The new guidance implies that all applicants will need to get both DEP and SHPO sign-off that their project does not require permits by either party. Is this accurate, or are only projects that implicate a historic building and/or breaking ground required to seek this documentation? It seems odd that projects solely for internal improvements (such as HVAC, etc.) will be beholden to getting this sign-off from DEP/SHPO respectively.

A23) Yes. All Applicants must provide proof of consult with DEP and SHPO to confirm whether any such permits are required for the Applicant’s project. See A10 for the type of acceptable proof.

Q24) Would the installation of a new permanent generator be considered a repair or rehabilitation project, if no significant building modifications/alterations or structural changes are taking place?

A24) A new permanent generator is considered a repair project.

Q25) What explicit form of proof is required for proof of submission/receipts of submission from the NJ Department of Environmental Protection or Historic Preservation Office?

A25) See A10 and A15.

Q26) Resolution I and Resolution II appear to be the same document. Please clarify which resolution is to be used for what.

A26) See A1.

Q27) Can an applicant apply for renovation (i.e. roofs, windows, HVAC, etc.) and acquisition (i.e. adjacent lot for parking that does not currently exist) in the same application, or must two separate applications be submitted?

A27) Yes, this may be submitted as one application. This would be considered one project with multiple components.

Q28) If the proposed project is being funded by a private entity, what type of proof/certification is required to be submitted with the grant application to indicate that funds will be available?

A28) To indicate that the Applicant has or will have the Local Matching Funds for the project, the Certification Statements (Exhibit C in Section 8.4 of the Solicitation) must be executed by the appropriate library official and submitted with the grant application. In addition, the “Sources of Funds” Template from the Library Templates must be submitted with the grant application.

Q29) Could you please clarify:

On page 5 of the corrected Solicitation there is this language: “eligible projects include but are not limited to any one, or any combination of the following projects,” followed by a list of seven categories including “Rehabilitation,” “Repair,” and “Barrier-free improvements.” However, in the actual application there is this directive:

PROJECT TYPE: (check one)
CONSTRUCTION/RENOVATION/REHABILITATION

REPAIR ONLY

BARRIER-FREE ONLY

So can a project come under two categories, and how would we mark that?

A29) No. A project should fall into one of the three categories listed in the Application. The eligible projects listed in Section 1.5.1 of the Solicitation are not project categories, they are eligible projects. If the project consists of a repair and nothing else, it is a repair only project. If the project consists of barrier-free improvements and nothing else, it is a barrier-free only project. A project that is repair ONLY cannot be something else also. If a project is barrier free ONLY, it cannot also be something else. Please note that any construction/renovation/rehabilitation are required to be barrier-free. If an Applicant has a repair only project and a barrier-free only project, separate applications should be submitted for each.

Q30)

On the application this is this notice:

Would the ‘repair’ of a roof on an historic building then be consider not-a-repair, especially as we will be using the services of an architect?

Would the roof then be considered a renovation/rehabilitation?

A30) No, the roof repair would still be considered a repair only project. However, please note the section above is intended for projects seeking repair work only without an architect. As you will be utilizing the services of an architect for your project, the architect’s contact information should be provided in the section “Professionals Contact Information” for “Architect”.

Q31) Please confirm that we need only ONE (1) of the Resolutions signed.

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.
A31) Yes. An Applicant need submit only one Resolution, either Resolution I or Resolution II, whichever form is applicable.

Q32) In order to know whether or not to supply these documents, I would need to know if our projects constitute “Repair” or “Rehabilitation/Renovation.” Where does the partial ‘repair’ of a roof on an historic building fall? Whereas the complete replacement of another roof at another site would seem to be a Rehabilitation/Renovation, yes?

A32) Partial roof repair and complete roof replacement are both considered repair projects. If no other work is being completed, each of these projects can be submitted separately as repair only projects.

April 29, 2021

Q33) The Library Grant Application allows applicants to request up to fifty percent (50%) of the cost of the project.

Does the Review Committee have the discretion to award less than the requested amount or is the requested amount the only amount that will be considered? Stated another away, if an applicant requests fifty percent (50%) of the cost of the project can the Review Committee decide to award a lesser amount such as forty percent (40%) or thirty percent (30%) of the project cost?

A33) The Review Committee may recommend an award amount equal to or less than the amount requested by the Applicant but the State Librarian, in consultation with the President of Thomas Edison University, has the final decision as to the amount of funding for the project that will be presented to the Legislature for approval. As stated in Section 4.3 of the Solicitation, 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.

Q34) Please let me know what is meant by "Certification Signature"? This appears on two resolution documents and we are not sure who should be signing this.
A34) For Resolution I - the Board President or other officer in the absence of the President signs the Resolution. The certification signature is signed by the Board Secretary or other officer attesting to the fact that the signature of the official signing the Resolution is correct.

For Resolution II – the certification signature is by another officer of the municipality who is certifying that the signature of the mayor or other signer for the municipality is correct. The secretary of the governing body of the municipality can sign or in the absence of the secretary another officer can sign. The certification signature for the library is usually the secretary of the board or in the absence of the secretary another officer of the board.

Q35) Is there no section for a project description?

A35) Project descriptions should be included in the Executive Summary and the Seven Page Narrative. See Section 3 of the Solicitation for Application Components, which vary depending on the project type. Please also see “Upload Instructions”, which begin on page 25 of the Solicitation.

Q36) I am looking to see if there is a sample resolution to authorize the grant agreement for the NJ Library Construction Bond Act funding. If so, kindly forward this resolution to me.

A36) There is no sample resolution for the governing body of the Applicant to authorize the execution of a grant agreement. However, Resolution I or Resolution II, available in Section 8.2 of the Solicitation, must be submitted with the grant application as documentation that the Applicant is authorized by its governing body to submit an application for New Jersey Library Construction Bond Act funding.

Q37) Does the Building Analysis certification form from the solicitation packet satisfy the Building Analysis requirement or would the analysis need to be more in depth? If so, would the certification forms from the Round One solicitation satisfy the Building Analysis requirement if the project remains the materially the same?

A37) No. See Section 3.1.9 of the Solicitation. “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 Acquisition Project’ form.” The Building Analysis is a more in-depth analysis than the Architect Certification for Construction, Rehabilitation, and/or Acquisition Project form.

Q38) What form does the NJSL request library submit their State Aid Certification? Should we attach our most recent report for State Aid? Or is there a preferred form library’s should attach to show proof of State Aid?

A38) State Aid certifications are not required documentation. If minimum criteria for State Library Aid was not met, Applicants must attach an explanation and justification as to why.

Q39) For Renovation (Construction-Rehabilitation-Renovation) projects, do elevations need to be submitted? Our project is a renovation of our third-floor and will not include any external structural changes.

A39) Elevations must be provided if the library is constructing a new building or an addition. Elevations are not necessary for a third-floor renovation project.
Q40) If our library does not plan to do any work to our parking lot, are our architects still required to submit the Parking Lot Configuration as a component of the Building Program?

A40) The answer to this question depends on the type of project. If the Applicant is constructing a new building or an addition to an existing building, the Applicant must submit the Parking Lot Configuration as a component of the Building Program.

Q41) What format does the NJSL request the SHPO and NJDEP 'approvals' be in? The webinar and solicitation state both a requirement for a "consultation" and "application" to both the NJDEP and SHPO. Please advise on this discrepancy.

A41) Please note that SHPO and/or DEP “approvals” are not required with your application for Library Construction Bond Act grant funding, but all applications for Library Construction Bond Act grant funding are required to include proof of consultation with SHPO and DEP.

Please also note that only if a library construction project requires a SHPO and/or DEP approval, then the application for Library Construction Bond Act grant funding must also include proof that the Applicant submitted an application to such agency for such approval.

Please also note that only if a library construction project is selected for a grant award and the project requires SHPO and/or DEP approvals, then receipt of grant funding is contingent upon proof of final agency approvals.

See also A10 and A15 of this Q&A.

See also Solicitation Section 3.1.14; Section 3.3.10; and Section 3.4.10.

See also N.J.A.C. 15:24-2.7(g) and 15:24-4.1(a)15.

Q42) If a Library/site is not listed on the New Jersey or National Register of Historic Places, or, falls within a Historic District, why must libraries request SHPO approval for project proposals?

A42) See A10 and A15.

Q43) We are reapplying for Round 2. A new HVAC system is part of our application; however, it may not last through the grant cycle. Will a work-in-progress project be considered?

A43) In progress projects may or may not be eligible. Eligibility requirements are outlined in the regulations. Libraries with projects currently under construction should review sections 15:24-2.2 and 15:24-2.6 of the regulations and seek advice from project professionals to determine if a specific project is eligible for grant funding and reimbursement of expenses.

As discussed in the TA Webinar, Applicants may use as matching funds, and grant funds may be used to reimburse any expenditures incurred on or after the day a list of recommended projects is submitted to the Legislature. Therefore, projects, or portions of projects, already completed before the date the list is submitted to the Legislature will not be eligible for grant funding. Note that no cost will be reimbursed unless and until the Legislature enacts an appropriation for the project and there is a fully executed Grant Agreement in place for the project.
Q44) Our project has not changed from Round 1 where the Township Engineer confirmed that our building is not historic and we are not in a wetland area.

Given that, the fact that we are doing an internal renovation project that neither affects the exterior nor changes the footprint, is a written response confirming that there is no need of a response from these agencies still needed?

Please note that we have been advised by our township engineer that because of the pandemic, other projects requiring DEP review are no longer subject to usual timeframe guidelines. Guidelines have been suspended and the DEP is allowed to take as long as they need to review and comment on applications.

It seems like a recipe for failure to require so many responses from these already stressed agencies in such a short amount of time when we already know the answers from Round 1. It would seem that the Township Engineer would be enough of an authoritative source for the information.

A44) All applications for Library Construction Bond Act grant funding must include proof of consult with DEP and SHPO. See A10 and A15.

Q45) Is there a specific resolution format we must obtain from our town council to approve bond funding for our projects? Do we have to provide proof of a resolution they have passed?

A45) No, there is no specific required resolution format for a bond ordinance or appropriation of bond funds for the project. To indicate that the Applicant has or will have the Local Matching Funds for the project, the Certification Statements (Exhibit C in Section 8.4 of the Solicitation) must be executed by the appropriate Library official and submitted with the grant application. 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.

Q46) Can an applicant apply for an outdoor pavilion (will have internet access) as an addition to the library?

A46) Yes.

Q47) If a municipality owns the library building, but it is run by the County, and the project includes renovations – not new construction – do we need to have the county and municipality both adopt resolution 2, or is resolution 1 sufficient?

A47) It depends on who is funding the project. If the library is a branch of the county library and the county is funding the project, then Resolution I would be used and the county library would be the Applicant. If the municipality is funding the project, use Resolution II and the municipality and the county library should sign.

Q48) The application checklist in the solicitation document lists agency approvals as required for all types of applications. Please specify what specifically is required for agency approvals, assuming that we likely will not hear back from SHPO and DEP before the application deadline.
A48) See A10 and A15. See also Section 3.1.14 of the Solicitation “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.”

Q49) If an applicant cannot find a deed for its library building, which it owns, what should it submit instead?

A49) The Applicant should consult an attorney for legal advice.

Q50) Who are the contacts we are to communicate with at these agencies?

A50) If the question is referring to the requirement that Applicants include with their applications, proof of consult 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, the contact for SHPO is Jennifer Leynes at: jennifer.leynes@dep.nj.gov or 609-984-6016.

There is no specific contact for DEP. The Applicant may consult the DEP website for the appropriate contact at: https://www.state.nj.us/cgi-bin/dep/contactdep.pl

Q51) Are they expecting our calls and communications at DEP and SHPO?

A51) DEP and SHPO are aware of the proof of consultation requirement for Applicants.

Q52) What proof will the State Library accept that this requirement has been met? An email? Is there a specific form?

A52) If the question is referring to the requirement that Applicants include with their applications, proof of consult 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, see A10.

Q53) What is the difference between Resolution I and Resolution II? What determines which resolution should be used?


Q54) If the library is asking for funds to replace the roof, is that considered Repair or Rehabilitation? The library is a small building, one story, with a square footage of 5,100ft.

A54) See A32.

Q55) If the library is a municipal library, does Resolution II have to be used - especially if the funds are for the replacement of the roof. The municipality owns the library building.

A55) In this situation, Resolution I should be used.

Q56) Where is the Letter of Intent format and when must it be submitted by?
An Applicant’s intent to acquire land as part of the proposed project shall be evidenced by a “Letter of Intent” which can be in one of the following four formats as provided in Section 3.2.1 of the Solicitation:

- 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 be submitted with the application, which is due June 4, 2021, 4PM prevailing Eastern Time.

Q57) Is in fact a Letter of Intent required as part of the second round LCBA application process?
A57) A Letter of Intent is only required if the proposed project involves acquisition of land.

Q58) Who is to obtain proof-of-consult with the DEP or the SHPO? The applicant or the architect?
A58) Either the Applicant or the architect on behalf of the Applicant may obtain the proof of consult.

Q59) Do you have contact names and/or emails to provide for us to inquire about DEP and SHPO agency consults?
A59) See A50.

Q60) Please confirm whether we are limited to showing only those funds for which we will have concrete, verifiable proof within 3 months of the grant award? Or, would our capital campaign fundraising plan (which will not yet be fully executed by that time) be considered sufficient demonstration of our ability to raise funds, for example?
A60) Within three months following notification of eligibility for a library construction grant award, the Applicant shall submit evidence that it has the matching funds. A fundraising plan is not an acceptable form of evidence that the Applicant has the matching funds.

Acceptable forms of evidence include an ordinance of appropriation passed on final reading and approved, or proof that bonds or debt have been authorized for financing of the project.

Other evidence that the Applicant has the matching funds may be accepted at the discretion of the President of Thomas Edison State University and the State Librarian but there is no guarantee that such other forms of evidence will be accepted. But note that “other evidence” may, for instance, be bank statements showing cash on hand or notice of grant award (for federal grant or some other grant). Such “other evidence” may also be a Resolution certifying to the fact that the township/library will pass an ordinance of appropriation at an upcoming meeting, or a Resolution certifying to the fact that the township/library will be authorizing a debt or bond ordinance at an upcoming meeting.

Q61) As proof of commitment, is a signed and dated resolution from the library’s foundation adequate, for example, or does that need to be backed up with a bank statement?
A61) For the purpose of submitting an application for a library construction grant, a signed and dated Resolution from the library’s foundation, certifying to the fact that the library will have the commitment (the matching funds requirement) is sufficient. However, additional documentation will need to be submitted within three months following notification of eligibility for a library construction grant award. See A60, above.

Q62) Are pledge letters from donors adequate? Or do these funds have to literally be in hand by the 3-month post-award deadline?

A62) No. Pledge letters from donors are not adequate evidence that the Applicant has the matching funds. See A60, above.

Q63) If a capital campaign plan is not adequate documentation of anticipated funding, we will not be able to express the full scope of the project through the budget. Can we nonetheless refer to items beyond the budget if we specify that they are outside the scope of the current application but will be included as future capital campaign funds allow?

A63) When applying for a library construction grant, you must certify that you have, or will have, the local matching funds for the project, including a detailed description of the local matching funds. A capital campaign funding plan may be part of your detailed description of matching funds. But see A60, above, for adequate documentation of the matching funds requirement that is required to be submitted within three months following notification of eligibility for a library construction grant award.

Q64) Are the best and only places to state the cost of the project as a whole in Sources of Funds (section 6.6.5) and the Anticipated Construction Schedule? Or, should it also be included in the Cost Estimate (6.5.1) even though the total cost will then be shown to exceed the allowable cost and will conflict with the Grant Funds (6.6.1-6.6.4), and potentially create the appearance of two different project total budgets?

A64) The total cost of the project should also be included in the Cost Estimate but be sure to describe any discrepancies in the Seven Page Narrative.

Q65) My library is not a historic site and it is not located on environmentally sensitive land. Are we required to consult with the DEP and SHPO prior to submitting our Bond Grant Application? If so, what is the appropriate way to contact these agencies?

A65) Yes. See A23 and A50.

Q66) There are certain eligible costs related to our project which will be funded entirely locally and not require to be part of the grant amount requested. Do we need to include these costs in our application's financial templates as part of total project costs?

A66) Yes, include all project costs, and explain any discrepancies in the Seven Page Narrative. See A64.

Q67) Is adding a closed-circuit security cameras system an eligible expense (for what will probably be a renovation project)?
A67) Yes, but note that a closed-circuit security camera system is considered equipment, and the costs for equipment may not exceed 30 percent of a project’s total eligible costs. See N.J.A.C. 15:24 – 2.6(a)5.

Q68) What types of metrics/data should applicants use in their narratives to substantiate community usage of library resources and programming?

A68) Data collected through the annual public library survey may be used, or other locally collected data, including circulation, programs, program attendance, Wi-Fi usage, computer usage, are all acceptable data sources.

Q69) In Round I, applicants were scored against ALL evaluative criteria. In Round II, the solicitation asks applicants to select 3-5 evaluative criteria. Will applicants be score against all criteria, or just those selected?

A69) In addition to the State priorities, Small projects will be scored against three applicant-selected evaluative criteria and Large projects will be scored against five applicant-selected evaluative criteria.

Q70) The Solicitation asks applicants to 'list resources needed to carry out the project.' What exactly does the NJSL consider "resources?" Are these tangible resources such as computers, desks, etc., or partners?

A70) Resources should demonstrate the tangible resources, including personnel and partners, that are needed to carry out the project.

Q71) Are Rehabilitation projects required to submit the Architect's Certifications for WELL/LEED/Green Design Infrastructure, etc.?

A71) The “Architect’s Statement of Intent” must be submitted if it is applicable to your rehabilitation project.

Q72) For the Schematic Plans required for Rehabilitation Projects, is it an absolute requirement that the scale must be at one 8th-inch scale even in PDF format?

A72) 1/8th-inch scale is a recommended scale so that reviewers can view the schematic easily. You may use another scale, at your own risk.

Q73) 3.1.7 Proof of Ownership—requires a legal description of the site and the deed. Is this still required if the project does not involve purchase of land or building expansion? There will be construction, but it will be contained within the existing footprint of the building.

A73) Yes. All applications for construction, renovation, and rehabilitation projects must include proof of ownership (regardless of whether or not the project involves purchase of land or building expansion).

Q74) 3.1.9 Building Analysis—Does form 8.5 Exhibit D satisfy the Building Analysis requirement? The solicitation does not specify the requirements of a Building Analysis beyond what it listed on Exhibit D.

A74) See A37.
Q75) **3.1.14 Agency Approvals--In Round One, the architect provided a certification statement that affirmed that the project did not need DEP or SHPO approval. Is an architect certification sufficient to satisfy this requirement or must the library secure the approvals directly from the agencies?**

A75) No, an architect certification statement is not sufficient to satisfy this requirement but the architect may reach out to DEP and SHPO on behalf of the Applicant (See A58).

See A10 for acceptable proof that the Applicant consulted with SHPO and DEP.

See A41 for more information on the distinction between agency consult and agency approvals.

See A50 for SHPO contact information.

Q76) **When discussing applicant eligibility during the information session it was stated "If a town contracts for library services with another town under NJ library law, the municipality would be the applicant." Which municipality in this scenario would be the applicant?**

A76) The municipality in which the library project takes place would be the Applicant.

Q77) **Can an applicant submit resolutions after the application deadline if, for example, the governing body's meeting falls after the application deadline?**

A77) No. A complete application must be submitted by the Application Submission Deadline which is 4:00 pm EDT on June 4, 2021.

Q78) **For applicants who are re-applying in Round 2 for a project that was submitted but denied in Round 1, can various documents from the Round 1 application be re-used and included in the Round 2 application? These may include: resolutions to apply, other requisite resolutions, and various certifications.**


Q79) **If an applicant consulted and applied to NJDEP or SHPO for the first round application, can that documentation be used in the second round application?**

A79) Yes, as long as the documentation meets the requirements as stated in A10 and if there are no changes to the proposed project for the Spring 2021 Cycle.

Q80) **If NJDEP or SHPO approvals are not applicable to the project, is proof of consultation with the same required?**

A80) Yes.

Q81) **Can the resolution to apply and the other requisite resolution be combined to include the intent to provide the match and the source of the intended match?**

A81) Yes.