New Jersey Library Construction Bond Act

SPRING 2021 CYCLE

Question and Answer Documentation
Updated April 20, 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 therefore 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.

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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) 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: __________________________

On the application this is this notice:

Would the ‘repair’ of a roof on an historic building then be considered 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

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”.

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.