

PROGRAM NOTICE

For the

**Massachusetts Public Library
Construction Program**

GENERAL CONSTRUCTION PROJECTS Application Round

May 2004 - July 2005

May 19, 2004



Commonwealth of Massachusetts
Board of Library Commissioners
648 Beacon Street, 5th Floor
Boston, Massachusetts 02215

1-(800) 952-7403 (617) 267-9400 FAX (617) 421-9833

INTRODUCTION

This Program Notice is informational and is intended to outline requirements and procedures for General Construction Projects. For information on Projects for Planning & Design, see the separate notice for that program. Applicants are advised to read and understand the program Regulations and not to view this notice as containing all necessary information.

The Massachusetts Public Library Construction Program was established by Chapter 478 of the Acts of 1987. Since then the program has been re-authorized and funded several times. As of January 2004, 249 grants have been awarded totaling \$243 million for 198 construction projects and 51 projects for planning and design.

The general purpose of these grants is to improve public library facilities throughout the Commonwealth. The Program is governed by Regulations (605 CMR 6.00) which have been most recently revised and approved by the Board of Library Commissioners at its March 7, 2002 meeting.

These Regulations have been published by the Secretary of the Commonwealth and were mailed to the Director of every Massachusetts public library in March 2002. They are available on MLIN at <http://www.mlin.org>.

All applicants will be required to meet certain Assurances, Requirements and Standards which are detailed in the Regulations.

ELIGIBLE APPLICANTS

- Application to the Massachusetts Public Library Construction Program must be made by a city or town unless a library corporation has been designated and empowered by prior legislative action to conduct capital projects.
- For this Application Round, the public library for which application is being made must have been certified by the Board individually or as part of a municipal application to receive State Aid to Public Libraries under M.G.L. c.78, 19A and 19B in FY2004. Certification must be maintained throughout the application and construction

period.

- The applicant library must have on file at the Board a library long-range plan and annual action plan for FY2006 which meets the definition in 605 CMR 6.03, submit such a plan along with the Letter of Intent, or submit at the latest by December 1, 2004.
- To be eligible, the library may not have received a state Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 20 years. Exceptions may be sought if the previous project was a “single purpose project” as defined by prior regulations or if the community has “experienced significant unexpected population growth” since the previous project. (See 605 CMR 6.05 (2))
- Only one application will be accepted from any municipality in this application round. In a municipality with multiple independent public libraries or with a main library and branches, the municipality will determine which library or branch may apply, and submit a comprehensive plan for library service with the application. (See 605 CMR 6.05 (3))

ELIGIBLE PROJECTS

1. The project must be an approved public library project approved by a majority vote of Town Meeting or City Council. Approval of Town Meeting prior to application is optimal, but may be sought as late as spring 2005 Town Meeting and forwarded to the Board after the Grant Application deadline in February 2005. In no case may approval be received later than June 15, 2005 for this Application Round. Cities must obtain a majority vote of the city council, with the approval of the mayor. In a municipality having a town council form of government, a majority vote of the town council is necessary.
2. The design must be based upon and

correlate with a written library building program using a 20-year planning horizon. This program shall have been prepared by the Library independently of and in advance of the appointment of the architect who will prepare the schematic design.

3. Only municipalities of 50,000 or greater population may apply for phased projects. The application will include a plan defining the phases, time line, costs, and how the multiple phases will allow the library to meet the 20-year need.

TYPES OF ELIGIBLE PROJECTS

- (A) General Projects
 - (1) New Construction
 - (2) Addition/Renovation
 - (3) Joint Public Library Building Project

APPLICATION PROCEDURES

1. A Letter of Intent for this Application Round (Original, plus 3 double-sided copies) shall be submitted on or before **October 20, 2004 at 4:00PM**. It must be submitted on the colored form included with this Program Notice. No Faxes will be accepted. A Letter of Intent is required in order to participate in this Application Round.
2. Attendance at an Application Workshop in November 2004 is required. Application forms will be distributed at the Workshops.
3. Full Grant Applications must be delivered to the Board of Library Commissioners on or before **February 9, 2005 at 4:00 PM**.

REQUIREMENTS FOR LETTER OF INTENT

1. The Letter of Intent form must be filed

by the date and time given above and on the colored form provided with this program notice plus 3 double-sided copies.

2. The applicant shall submit a single copy of its completed library building program (dated) with the Letter of Intent form. This library building program shall be based on a 20-year planning horizon. (See 605 CMR 6.07 (2)(a))
3. The applicant shall attach documentation that an architect, registered in Massachusetts, has been hired according to Designer Selection Procedures. This architect shall develop schematic level design based on a library building program that was completed prior to hiring the architect. (See 605 CMR 6.07 (2)(b))
4. Acceptance of a Letter of Intent constitutes Agency acceptance of the library building program for planning purposes.
5. If the Letter of Intent is substantially incomplete or either the project or the applicant is not eligible, the applicant will be notified in writing at the earliest practicable date.
6. Libraries that have had a construction grant within the last 20 years may seek an exception if the previous project was a single purpose project or if the municipality has experienced significant population growth. (See 605 CMR 6.05 (2)) Libraries should seek this exception prior to the Letter of Intent, but may submit a letter stating the reasons for the requested exception with the Letter of Intent.

REQUIREMENTS FOR APPLICATION

1. The applicant must agree to all the assurances listed in 605 CMR 6.09.

2. As stated in 605 CMR 6.07 (7), the application shall include:
 - (a) A Library Building Program (See 605 CMR 6.07 (2)(a))
 - (b) Schematic drawings and plans (or later drawings, if available), prepared by a Massachusetts registered architect (See 605 CMR 6.07 (7)(d)2)
 - (c) A project budget prepared by an experienced professional cost estimator based on the plans and the construction budget.
 - (d) Site plan prepared by a Massachusetts registered architect with parking, grading, building location and designation of utilities.
 - (e) Subsurface soil analysis for new construction (including additions) documenting the appropriateness of the site for the construction. (See 605 CMR 6.07 (7)(d)5)
 - (f) Map showing existing and, if different, future library sites.
 - (g) Proposed plan or schedule for funding the project.
 - (h) Proposed project schedule, from design development through completion of construction (Time Line).
 - (i) Statement of need.
 - (j) Pictures of site and building.
 - (k) A copy of the Massachusetts Historical Commission Project Notification Form, as submitted to the Massachusetts Historical Commission.
 - (l) For Joint Public Library Projects only, a joint public library management plan

establishing governance, fiscal and personnel management policies agreed upon by the municipalities proposing the joint public library.

- (m) For municipalities with multiple independent libraries or branch libraries only, a comprehensive plan for library service (see 605 CMR 6.05 (3)).
- (n) For municipalities of greater than 50,000 population proposing a phased project only, a plan defining the phases, time line, costs, and how the multiple phases will allow the library to meet the 20-year need. (See 605 CMR 6.06 (1)(b)8)

SELECTION PROCEDURES & STANDARDS

- (1) All applications will be reviewed and ranked by independent non-Agency reviewers not associated with the projects under consideration, as well as by Agency Staff. A site visit by a non-Agency reviewer will be part of the review process. (See 605 CMR 6.08 (2)(c))
- (2) Applications will be reviewed for compliance with the requirements set forth in 605 CMR 6.08 (4), space planning standards set forth in 605 CMR 6.08 (5), and evaluative criteria set forth in 605 CMR 6.08 (6).
- (3) Funding Formulas as specified in 605 CMR 6.08(9) will be applied to determine potential funding amounts. The funding formulas are based on eligible project costs (see 605 CMR 6.03 for definition).
- (4) The following priorities will be used by the Agency Director in determining recommendations to the Board:
 - (a) The review and ranking of applications by independent reviewers (605 CMR 6.08 (2-6))
 - (b) Economic hardship as determined by the ratio of State EQV per capita/Municipal EQV per capita

- where a ratio greater than 1.0 indicates economic hardship
- (c) The distribution by community size of projects recommended for funding in relation to the distribution by community size of all projects reviewed,
 - (d) Priority shall be given to main library buildings, including joint libraries, and
 - (e) The availability of funds.

(5) Those projects recommended for funding will either receive a provisional grant award pending confirmation of local funding (within 6 months of the Board vote) or placement on a waiting list if funds are not authorized.

(6) Those projects not recommended for funding will receive specific information on the shortcomings of their applications and have six months to improve and re-submit the application. After a second review, these projects may be recommended for funding or waiting list placement or be invited to submit in a future application round.

(2) Joint Public Library Project (two or more towns)

Eligible Cost	Incremental State Share
First \$1,000,000	75% of amount up to \$1,000,000
\$1,000,000 - \$3,000,000	65% of amount between \$1,000,000 and \$3,000,000
\$3,000,000 - 7,000,000	60% of amount between \$3,000,000 and \$7,000,000
\$7,000,000 and up	20% of amount above \$7,000,000

(3) Phased Project (only municipalities of 50,000 or greater population)

Eligible Cost	Incremental State Share
First \$500,000	50% of amount up to \$500,000
Second \$500,000	45% of amount between \$500,000 and \$1,000,000
\$1,000,000 - \$3,000,000	40% of amount between \$1,000,000 and \$3,000,000
\$3,000,000 - \$6,000,000	30% of amount between \$3,000,000 and \$6,000,000
\$6,000,000 and up	20% of amount above \$6,000,000

FUNDING FORMULAS

The award for each project recommended for funding will be determined according to the following formulas:

(1) Library Construction Project in a Single Municipality

Eligible Cost	Incremental State Share
First \$1,200,000	60% of amount up to \$1,200,000
\$1,200,000 - \$3,000,000	40% of amount between \$1,200,000 and \$3,000,000
\$3,000,000 - 6,000,000	30% of amount between \$3,000,000 and \$6,000,000
\$6,000,000 and up	20% of amount above \$6,000,000

AWARDS

Award recommendations will be considered by the Board of Library Commissioners at its regular monthly meeting in July 2005.