

PROGRAM NOTICE

For the

**Massachusetts Public Library
Construction Program**

PROJECTS FOR PLANNING AND DESIGN Application Round

September 2006--June 2007

September 8, 2006



Commonwealth of Massachusetts
Board of Library Commissioners
98 North Washington Street
Boston, Massachusetts 02114-1933

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INTRODUCTION

This Program Notice for a Planning and Design Application Round is informational and is intended to outline the 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 April 2006, 270 grants have been awarded, totaling \$272 million. Of these, 65 have been for planning and design and 205 have been for construction.

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 April 6, 2006 meeting.

These Regulations were published by the Secretary of the Commonwealth and are available on the MBLC website at <http://www.mass.gov/mblc>

All applicants will be required to meet certain Assurances, Requirements, and Standards which are also detailed in the Regulations. First priority for Planning and Design grants is given to those projects planning joint public libraries to serve two or more municipalities.

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. To be eligible for a project for Planning and Design, the municipality must

- have a population under 10,000, or
- have an equalized valuation (EQV) less than the state average
- and the applicant library may not have received an MPLCP or LSCA Title II grant in the past 20 years. (605CMR6.06 (2) (a)-(c) Some exceptions may apply.)

An enclosed document lists each municipality's 2004 EQV/2004 Population formula, as determined by the Department of Revenue. The last column provides a figure for each municipality. The state average EQV is \$127,176. Towns with population above 10,000 must have an EQV lower than \$127,176 to be eligible applicants.

The project for which an application is submitted must be an approved public library project. An approved public library project is defined as a project approved by a majority vote of Town Meeting or City Council. Town Meeting approval may be sought after the January 18, 2007 application deadline, but approval must be received no later than May 17, 2007 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, the majority vote of the town council is necessary.

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 FY2006. Certification must be maintained throughout the application and planning and design period.
- have on file at the Board a library long-range plan and annual action plan update for FY2008 which meets the definition in 605 CMR 6.03, or submit such a plan or update for FY2008 at the latest October 1, 2006 for a new long-range plan or December 1, 2006 for the FY2008 update.
- postpone selection of an architect until after the award has been voted by the Board at their June 2007 meeting. An architect may not be hired prior to completion of the written library building program.

ELIGIBLE PROJECT COSTS

The Eligible Cost for a Project for Planning and Design may be up to \$60,000. Grants of up to \$40,000, or 2/3 of Eligible Costs, will be made. Administrators planning large or complex projects should anticipate that the total budget may exceed the maximum Eligible Cost. Costs incurred prior to a provisional grant award are not eligible costs.

TYPES OF ELIGIBLE COSTS

A budget for a Project for Planning and Design may include any or all of the following elements:

1. Fees for preparation of a Library Building Program by a librarian/consultant
2. Site investigation and selection; cost of a

topographic survey; cost of test borings or perc tests or other geological testing

3. Architects' fees for feasibility studies, site selection, schematic design, site plan
4. Engineers' fees for evaluation of a building's structure, condition and suitability for a public library
5. Fees for project management services if mandated by state public construction law
6. Construction cost estimates

APPLICATION PROCEDURES

1. A Letter of Intent for this Application Round (Original, plus 3 copies) shall be submitted on or before **October 19, 2006 at 4:00 PM**. It must be submitted on the 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 on either November 20, 2006 or December 5, 2006 is required. Application forms will be distributed only at the Workshops.
3. Completed applications must be delivered on or before **January 18, 2007 at 4 PM**.

REQUIREMENTS FOR APPLICATION

1. The applicant must agree to the assurances that are part of the application.
2. The application for a Project for Planning and Design shall include:
 - (a) A preliminary building program*
 - (b) A preliminary needs assessment*
 - (c) Pictures of site and building, if appropriate
 - (d) Map showing existing and, if different, possible future library sites
 - (e) A project budget
 - (f) A time line, showing projected or actual dates of such events as appointment of a Library Space Needs or Building Committee; completion of Library Building Program and Designer Selection.

*(a) and (b) are written as part of the MPLCP Application Form; they are not separate documents.

APPLICATION REVIEW AND AWARD CRITERIA

- (1) Applications must be complete, on forms prescribed by the Board, and must meet the application submittal requirements of 605 CMR 6.07.
- (2) Applications shall be reviewed and ranked by independent reviewers. Each review team shall consist of independent, non-agency reviewers, as well as Agency Staff. The same criteria will be used for all projects.
- (3) All evaluative information and data from the review process shall be tabulated and summarized by Agency staff and used by the Director in making final recommendations to the Board.
- (4) The Board votes to make provisional grant awards. First priority shall be given to applicants who are planning a Joint Public Library Project and second priority shall be given to applicants who are determined to have an economic hardship as defined in 605 CMR 6.06 (2)(a). All awards are dependent on the availability of funds.

Awards are provisional pending necessary certifications and no payments will be made until a Grant Agreement is signed.

FUNDING FORMULAS

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

2/3 of eligible costs, up to a maximum award of \$40,000.

AWARDS

Award recommendations will be considered by the Board of Library Commissioners at its regular June 2007 meeting.