

Keystone Recreation, Park and Conservation Fund Grant Program for Public Library Facilities

2010

Keystone Mini-Grant Project

The Pennsylvania Department of Education, Office of Commonwealth Libraries, is accepting applications for grants to improve the physical facilities of public libraries. Major construction projects are not being funded at this time. Eligible applicants may apply for the funds.

Funds will be made available for mini-grants up to \$12,500 for small projects not to exceed \$25,000 as outlined in this document. Grant amounts are limited to not more than 50% of the total project. The grants will be awarded on a competitive basis by the Office of Commonwealth Libraries which will be guided by needs assessment, funding priorities and grant award criteria. Grant payments will be made on a reimbursement basis. Grantees that currently have an active Keystone grant from a previous award and have not filed a final report for that award are not eligible to apply. Only state-aided public libraries are eligible.

Application Deadline: Postmarked no later than October 1, 2010

Source of Grant Funds

State grants for library facilities are available from the Keystone Recreation, Park and Conservation Fund, and are administered by the Office of Commonwealth Libraries.

Matching Requirements

Keystone Fund grants must be matched dollar for dollar. Matching funds may include cash and in-kind contributions, federal funds and other state funds. Documentation of the matching funds should be clearly identified in the application. Any special conditions attached to these funds must be explained. Carefully read the program regulations in the Appendix for additional information concerning matching funds.

Eligible Applicants

Joint Applications

Joint grant applications are required. The sponsoring municipality and the board of the state-aided public library must submit an application developed cooperatively by both entities and signed by their governing bodies.

Sponsoring Municipality

Keystone Fund grant applications will be accepted from municipalities, defined as: "Any county, city, borough, incorporated town, township, home rule municipality or any official agency created by the foregoing units of government under the laws of this Commonwealth...." The Office of Commonwealth Libraries will accept applications from Councils of Governments (COG) and authorities. However, an application from a COG or an authority must be approved by the participating local governing bodies of the COG or authority.

Libraries, which are organized as authorities, must have one of the participating local governing bodies of the authority act as the sponsoring municipality and applicant.

To be eligible to submit an application, a municipality must sponsor a public library. The municipality, alone or in cooperation with other municipalities, must make appropriations out of current revenue or out of monies raised by the levy of special taxes to establish and/or maintain a public library, except those supported by school districts. The municipality may directly provide the service by including the public library within the municipal government structure or may delegate responsibility for public library service to a board of directors or to a nonprofit corporation.

Sponsoring School District

Some Pennsylvania public libraries are supported by school districts. The Keystone Recreation, Park and Conservation Act does not permit school districts to apply directly for grants. When a state-aided public library is sponsored by a school district, a municipality that is located (in whole or in part) in that school district may apply for a grant on behalf of that school district for that public library. The application should be signed by governing bodies of both the school district and the municipality.

Shared Facilities

In the case of shared facilities, Keystone Fund grants and related matching funds may only pay for the portion of the building to be used as a state-aided public library. The application should be very clear as to the project affecting only the portion of the building that will be used by the library.

Eligible Projects

- Projects to make public library facilities accessible to persons with disabilities.
- Non-routine maintenance of public library facilities, particularly where service to the general public is impeded, creating a public hazard or causing a hazard to the library collection.
- Remodeling/renovation of existing buildings to demonstrably improve library service to the general public.
- Projects that support energy efficiency.

Examples

Projects may include but are not limited to the following examples:

| | | |
|----------------------|--------------------|----------|
| ADA accessible doors | replacement doors | windows |
| Weatherization | HVAC upgrades | lighting |
| Roof repair | gutter/ downspouts | |

Projects may not include the following:

new construction
relocation

Grant Program Criteria

The following criteria will be used to judge grant applications.

1. The extent to which the project meets one or more of the priorities for the grant program.
2. The extent of the impact of the project on improving direct service to library users, including users with disabilities.
3. The extent to which the applicant demonstrates how the project will help reduce a public hazard or preserve the library collection in the case of projects for non-recurring maintenance.

4. The availability of local matching funds as indicated in the proposed budget.
5. A clear plan to complete the proposed project within 6 - 12 months.
6. The extent to which the total cost is reasonable in relation to the anticipated results.
7. Whether past grant projects through the Office of Commonwealth Libraries have shown good grant management and timely reports.
8. The extent to which funding this application contributes to an equitable geographic distribution of limited grant funds.
9. The extent to which the project supports energy efficiency.

Application Procedures

Submission

An original and two copies of the application should be submitted. In order to be considered for review the application package must be postmarked by: **October 1, 2010.**

How to Apply for Funds

This package includes information about eligibility and other requirements, an application form and instructions. Be sure to read the entire package.

- Review requirements in the following sections.
- Refer also to the program regulations in the Appendix.
- Read the directions for preparing a Keystone Fund application form.
- Review and have appropriate officials sign the state assurances.
- Please DO NOT put your completed application in ring binders or in special packaging of any kind.

Application Mailing Address

First Class Mail:

Pennsylvania Department of Education
Office of Commonwealth Libraries
Bureau of Library Development
333 Market Street
Harrisburg, PA 17126-1745
Attention: Keystone

Notifications

The library shall provide written notification to their district library consultant, the district library center administrator, and the system administrator (if a system member) that they will be applying for the Keystone grant. The notification should include a description of the project as indicated in the application.

Review of Applications

Applications will be reviewed and ranked by Office of Commonwealth Libraries. Reviewers will judge applications according to the criteria outlined above and will grade the application using a pre-established format.

Post Award Procedures

Applicants will be notified by of the outcome of the review by mail.

Contract

Applications, as approved, become part of a written contract between the Office of Commonwealth Libraries and the grantee. The contract will include terms and conditions of the grant, the project budget and the standard terms and conditions of the Commonwealth of Pennsylvania. Funds granted must be expended

solely for the stated purpose outlined in the application and in accordance with the terms of the project contract. Funds not expended shall be repaid to the Office of Commonwealth Libraries.

Bid Specifications and the Competitive Process

The project must be publicly advertised to ensure fair and equitable vendor participation. All local rules and procedures shall be followed for estimates, bid specifications, and the bidding process. Grantees should adhere to local bidding regulations and conduct a fair process through which a reasonable bid can be accepted. In addition, bid specification should include the elements stated on the bid specification checklist (see Appendix). In order to speed up the grant process, bid specifications may be submitted with the application or any time thereafter. Bid specification must be approved by the Office of Commonwealth Libraries before publicly advertising the project or announcing an invitation to bid.

Project Sign/News Releases

During the project period, the grantee must display at the project site a sign identifying the project and stating:

“This project is supported in part through a grant from the Office of Commonwealth Libraries, Pennsylvania Department of Education, with funds provided from the Keystone Recreation, Park and Conservation Fund.”

All news releases about the project shall contain a similar phrase acknowledging the assistance of the Office of Commonwealth Libraries, Pennsylvania Department of Education and the source of the funds.

Reporting and Payment

There are two options available for reporting. The grantee will submit a Progress Report during the project, if necessary, and a Final Report at the completion of the project. Reimbursement for eligible expenses may only be requested when submitting either of these two reports.

The Progress Report is optional. When the project expenditures have reached the reimbursable amount of the grant and the project has not been completed a Progress Report along with a Reimbursement Request may be submitted. The grantee is required to submit copies of all invoices totaling the requested amount as well as an itemized listing of the expenses.

A Final Report is required at the end of the project. If the grantee did not submit a Progress Report for reimbursement during the course of the project the reimbursement must be requested with the Final Report. Copies of all invoices for the project shall be submitted as part of the final report and shall be detailed as an itemized listing.

The signed General Invoice shall be submitted when reimbursement is requested. Failure to submit or sign the General Invoice will delay payment. All report forms will be sent to the grantee along with the contract.

General Information

Grantees are required to keep separate bookkeeping records for the grant project in order to establish an audit trail. In the case of state funds, the Department of Education reserves the right to audit the provision of services and the expenditure of funds. The grantee will provide the auditor selected by the Department with full and complete access to all records related to, and all persons and employees involved in, the performance of the contract.

Application Instructions

Please read the following instructions before completing an application form. It is acceptable to reproduce these forms using word processing, but please be careful to include all information requested by the form. Please note that application forms must be submitted with attachments and must be accompanied by signed copies of state assurances. An electronic version of the application is also available; however, due to signature requirements the form may not be forwarded electronically.

Priority – check the priority under which the proposed project is submitted.

Municipal applicant is the supporting municipality of the library whose facility is to be improved. Please refer to the Keystone Recreation, Park and Conservation Fund Act, Section 3, 32 P.S. § 2013, for a definition of municipality and the program regulation, 22 PA Code § 142.4, for information regarding eligibility. Municipal applicants may submit Keystone applications on behalf of supporting school districts for public libraries that are funded through their school districts.

Joint municipal-library applications are required. A joint application requires that both the library and municipal applicant information be completed.

Contact addresses and email

The contact person should be the individual in the municipal office and in the library who is most knowledgeable about the application and available for questions and discussions about the grant. Put an asterisk (*) next to the name of the primary contact person.

The municipal address listed will be used for payment unless another municipal address is also provided. An email contact should be provided for both municipality and library. Project reminders will be sent to these email addresses.

Library facility to benefit from the grant In the case of a library with branches, the grant may be intended for a branch rather than the central library. If the facility to benefit is the same as the

library applicant already listed, the word “same” may be written on the line.

Legislative information – provide the State Senatorial District Number and the State Senator’s name, and the State Representative District Number and the State Representative’s name for the district where the benefiting library is located. Also provide the US Congressional District number.

Project cost - grant request should be the total amount requested from the Office of Commonwealth Libraries, not the total of the project. Matching funds may include in-kind contributions and some expenses made prior to the grant. Please see the program regulations for information about allowable matching funds. Keystone Fund grants requires dollar for dollar matching funds. Total project cost (25,000) is the sum of the grant request plus the matching funds.

Project summary - a short description rather than a lengthy justification is requested for this space. This section is used as a quick reference and should be brief but descriptive of the project.

PHMC Approval – Clearance from the PA Historical & Museum Commission is required for projects funded by the Keystone grant program. A copy of the PHMC form can be found in the Appendix. The clearance letter from PHMC must be forwarded to the Office of Commonwealth Libraries as soon as it is received. It does not need to accompany the grant application but must be received before final approval of the grant.

Indicate on the application the date your PHMC clearance was submitted for approval.

Project description - this section is a more detailed narrative explaining the project. Explain the project with as much detail as possible so that a clear understanding is conveyed to the reviewers. Include a list of materials, equipment, or other items required for the project, along with the specifications for the items. Detail and specifications used to obtain an estimate for the project may be used. (For example: 2 60H”X30W” windows advanced Low-E with Argon Insulated Glass Single-Hung Vinyl). Photos of the area to be

improved, renovated, repaired or impacted by this grant should be included in Attachment A. Use captions to describe the content of the photos. Include a timeline specifying the expected number of months required to complete the project. This timeline should consecutively list expected activities for each phase of the project.

Budget - although the proposed budget is understood to be an estimate, make budget projections carefully. Project costs and budgets are considered when project applications are judged. In the submitted budget, list the cash and in-kind donations that will be used as matching funds and any non-matching funds that will to be used toward the project. List separately each large category of expense. Before completing this section, applicants are encouraged to review the criteria related to matching requirements and project cost.

Project Need - Need for the project should be stated in terms of library users wherever possible. The writer should explain how the project meets the priority and should describe planning that has taken place with the library board and staff, and other appropriate personnel. The use of quantifiable statistics to justify need or set targets for expected service impact will strengthen the narrative. Because this section addresses how the project will strengthen library service, the librarian

Attachments - all attachments requested must be included with each copy of the application that is submitted.

Photos – photos should be included in Attachment A. Include captions and clear explanations. The application package should include good quality prints with the original; duplicates of lesser quality are acceptable for the additional two copies of the application to be submitted.

Letters of support – **A letter of support from at least one State Legislator is required and must be included as Attachment C.**

Letters of community support may be added as part pf Attachment C. but are not required. Include a copy with each copy of the application.

Assurances

All grant applications must be accompanied by signed assurances. Municipal applicants must have an authorized certifying official from both the municipality and the library sign the state assurances.

Due Date

Applications are to be postmarked no later than **October 1, 2010.**

Application Mailing Address

First Class Mail:

Pennsylvania Department of Education
Office of Commonwealth Libraries
Bureau of Library Development
333 Market Street
Harrisburg, PA 17126-1745
Attention: Keystone

**Public Library Facilities Mini-GRANT Application
For Requests up to \$12,500
Keystone Recreation, Park and Conservation Fund – 2010**

COMMONWEALTH LIBRARARIES
USE ONLY

DATE RECEIVED

Project Application Priority (check only one)

- Project to make public library facility accessible to persons with disabilities.
- Non-routine maintenance.
- Remodeling/renovation to improve service to public.
- Project supports energy efficiency.

| | | | |
|---|---------|---|---------|
| MUNICIPAL APPLICANT | | LIBRARY APPLICANT | |
| Name | | Name | |
| Address | | Address | |
| City | Zip + 4 | City | Zip + 4 |
| Contact Person: | | Contact Person: | |
| Title: | | Title: | |
| Phone: | | Phone: | |
| FAX: | | FAX: | |
| Email: | | Email: | |
| Federal Identification Number: State Vendor ID#: | | District Center: | |
| Library Facility to benefit from the grant Name: Current Address: Library's PA. Senatorial District Number: Senator's Name: Library's PA. Representative District Number: Representative's Name: U.S. Congressional District: | | Library Service Area Population: | |
| | | Project Cost | |
| | | Grant Requested: \$ _____ | |
| | | Matching Fund \$ _____ | |
| | | Total Project Cost: \$ _____ | |
| | | Has this library received a prior Keystone Grant? Yes ____ No ____ If Yes, what year? _____ | |

Is the Deed holder aware of this grant Application? Yes _____ No _____

Name of Deed Holder:

Address:

Project Summary (Briefly summarize the project)

Date clearance request was submitted to PHMC: _____

Detailed Project Description

Explain the project in detail. Include specification of materials, equipment, or items to be purchased to complete the project. Detailed documentation used to obtain estimates may be used as part of the description. Include work plan and timetable for the project including the number of months required to complete the project. Attach photos of existing condition.

Project Budget

A. ESTIMATED EXPENDITURES

Clearly identify the total estimated cost of the entire project, including both grant and local funds.

| <u>CATEGORIES</u> | <u>\$ AMOUNT</u> |
|--------------------------|-------------------------|
| Professional Fees | _____ |
| Equipment Cost | _____ |
| Material Costs | _____ |
| Other | _____ |
| TOTAL | _____ |

B. REVENUE

List all sources of revenue. A line of credit is required for funds not on hand.

| <u>SOURCE OF FUNDS</u> | <u>\$ AMOUNT</u> |
|-------------------------------|-------------------------|
| Requested Keystone Grant | _____ |
| Cash on hand | _____ |
| Other funds (explain below) | _____ |
| _____ | |
| _____ | |
| TOTAL | _____ |

The Budget portion of this application was prepared by:

Name _____

Title _____

Project Need

Explain the need for the project. Describe the expected impact of the project on library service in the community.

Attachments (*Submit the following documents as indicated.*) Attachments should accompany all copies of the application.

Attachment A. Photos

Submit labeled photos to support the description of the project.

Attachment B. Historical Commission Review

Submit a copy of a letter from the Pennsylvania Historical and Museum Commission (PHMC) indicating the project has been reviewed consistent with the Environmental Rights amendment, Article 1, Section 27 of the Pennsylvania Constitution, and the Pennsylvania History Code, 37 Pa. Cons. Stat. Section 507 et seq. [1988]. Contact the Bureau for Historic Preservation, 400 North St., Commonwealth Keystone Building 2nd Floor, Harrisburg, PA 17120-0093. Phone 717-783-8946. Please allow sufficient time for the Bureau to respond to your request for this approval. The PHMC may request additional information, pictures, etc. before granting approval. The clearance letter from PHMC must be forwarded to the Office of Commonwealth Libraries as soon as it is received. It does need to accompany the grant application but must be received before final approval of the grant.

Attachment C. Letters of Support

Submit letter of support from at least one State Legislator. Also attach any additional letters of support.

STATE ASSURANCES

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for a Keystone Recreation, Park and Conservation Fund library grant, and the institutional, managerial and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure planning, management and completion of the project described in this application.
2. Has duly adopted or passed by its governing body as an official act, resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the persons identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. Will give the Commonwealth of Pennsylvania, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the Pennsylvania Department of Education, Commonwealth Libraries.
5. Has a formal, legal relationship with the public library that the project will benefit, either by that public library being a department or unit of local government or through a contract describing mutual obligations and responsibilities.
6. Will comply with the requirements of the Pennsylvania Department of Education, Commonwealth Libraries with regard to the drafting, review and approval of construction plans and specifications.
7. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. Will begin work within 60 days of contract approval and complete work within 12 months.
8. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
9. Assures sufficient funds will be available for effective operation and maintenance of the state-aided public library or state-aided public library system.
10. Assures the public library will provide basic library service free of charge without discrimination to all residents of the library's service area.
11. Will comply with the Pennsylvania Flood Plain Management Act 166 (32.P.S. § 679.101-679.601) and the regulations issued pursuant thereto (Title 12, Chapter 113).
12. Will comply with the Steel Products Procurement Act of March 3, 1978, (P.L.6, No. 3, § 1, 73 P.S. § 1881 et seq.).
13. Will comply with the Trade Practices Act (71 P.S. § 773.101 et seq.).
14. Will comply with the Public Works Contractor's Bond Law of 1967 (8 P.S. § 191 et seq.) if the amount of the contract exceeds \$5,000.
15. Will comply with the Commonwealth Procurement Code (62 Pa.C.S. § 101 et seq.).
16. Will include provisions to ensure compliance with the Steel Products Procurement Act (73 P.S. § 1881 et seq.), the Trade Practices Act (71 P.S. § 773.101 et seq.), the Public Works Contractor's Bond Law of 1967 (8 P.S. § 191 et seq.), the Commonwealth Procurement Code (62 P.S. § 101 et seq.), the Pennsylvania Prevailing Wage Act (43P.S. § 165-1 et seq.), the Minority and Women Business Enterprise (Executive Order 1996-8), and the Agricultural Land Preservation Policy (Executive Order 2003-2) in all contracts and subcontracts for construction, reconstruction, alteration, repair, improvement or maintenance of the public library building.
17. Will meet the minimum LEED standards for any new construction and ensure that all new lighting projects install high-efficiency lighting systems with advanced lighting controls and all new Heating Ventilation Cooling and Air Conditioning systems incorporate a programmable thermostat. (LEED is an abbreviation for "Leadership in Energy & Environmental Design" LEED is a third-party certification program and the nationally accepted benchmark for the design, construction and operation of high performance green buildings.
(New construction projects do not need to be LEED certified but they must meet LEED's minimum standards).

APPENDIX

Program Regulations Keystone Recreation, Park and Conservation Fund

**Pennsylvania Department of Education
Office of Commonwealth Libraries
333 Market Street
Harrisburg, PA 17126-1745**

TITLE 22. EDUCATION

PART IX. STATE LIBRARY AND ADVISORY COUNCIL ON LIBRARY
DEVELOPMENT

Subpart B. ADVISORY COUNCIL ON LIBRARY DEVELOPMENT

CHAPTER 142. GRANTS FOR PUBLIC LIBRARY FACILITIES

Sec.

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- 142.2. Long-range plan.
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§ 142.1

Definitions.

The following words and terms, when used in this Chapter, have the following meanings unless the context clearly indicates otherwise:

Acquisition -- The purchase or lease with an option to purchase of land or buildings for public library uses.

Act -- The Keystone Recreation, Park and Conservation Fund Act. (32 P.S. §§ 2011-2024).

Administrative expenses -- An expenditures of funds, including expenditures of Commonwealth agencies for personnel and other operating costs necessary to accomplish the purpose of the act.

Agency -- The Department of Education.

Commonwealth Libraries -- The State Library of Pennsylvania, part of the Department of Education.

Development -- New construction, improvement, alteration or renovation required for and compatible with the physical development, improvement of land or buildings for public library purposes.

Fund -- The Keystone Recreation, Park and Conservation Fund established by the act.

Indirect Costs -- Costs, including administration or utilities that are not readily identifiable as particular, eligible costs directly related to the project.

Land -- Real property, including improvements thereon, right-of-ways, water, riparian and other rights, easements, privileges and any other physical property or rights of interest of any kind or description relating to or connected with real property.

Library -- A free, public, nonsectarian library, whether established and maintained by a municipality or by a private association, corporation or group, which serves the informational, educational and recreational needs of the residents of the area for which its governing body is responsible by providing free access, including free lending and reference services, to an organized and currently useful collection of printed items and other materials and to the services of a staff trained to recognize and provide for these needs.

Minor Civil Division -- A city, borough, incorporated town, township, home rule municipality or other local government within a county for which the Department of Labor and Industry provides unemployment statistics.

Municipality -- Any county, city, borough, incorporated town, township, home rule municipality or an official agency created by the foregoing units of government under the laws of the Commonwealth. Actions of an authority or other official agency taken under the act shall be first approved by the participating local governing bodies in that authority or other official agency.

Planning -- Master site development plans, feasibility studies, maintenance, management plans, and other plans and documents, including long-range plans for the allocation of grants, useful to municipalities and State agencies in the planning, development, operation, protection and management of their public library facilities and programs. Planning may be performed by state agency staff or by outside consultants.

Public library -- A library, as defined in section 3 of the Act (32 P.S. § 2013), or library system, as defined in § 141.24 (b) (1) (relating to library systems).

Rehabilitation -- The improvement or restoration, excluding routine maintenance of existing public library facilities.

Routine maintenance -- Recurring upkeep needed on a regular basis for physical facilities, including cleaning, minor repair of fixtures or structures, painting, regular servicing of heating, air conditioning or other equipment, and landscape maintenance such as lawn care or pruning.

Technical assistance -- The provision of grant and professional service to municipalities, organizations and citizens, including publications, video tapes, workshops, meetings, phone consultation and written and electronic communication.

Third-party in-kind contributions -- Property or services that benefit a grant-supported project and that are contributed without charge to the grant recipient by a third party other than a municipality, a school district, or a public library.

Third-party costs -- Direct expenditures for property or services that benefit a grant-supported project and that are contributed without charge to the grant recipient by a third party or other than a municipality, a school district or a public library.

§ 142.2 Long-range plan.

(a) Commonwealth Libraries, in consultation with the Advisory Council on Library Development, will prepare a 3 to 5 year long-range plan for the allocation of grants available to municipalities for public library planning, acquisition, development or rehabilitation from the Fund. In preparing the long-range plan, Commonwealth Libraries will consult with municipal officials and library representatives. The long-range plan will be reviewed each year by Commonwealth Libraries and modified as need dictates. The long-range plan will include the following components:

(1) a library facility needs assessment, including an analysis of the need in different geographical regions of the Commonwealth and of libraries serving various size municipalities, and a consideration of county library system plans;

(2) an action plan to meet the need for improved library facilities through the use of the Fund and other available monies;

(3) Commonwealth Libraries' policies concerning the grants for public library facilities;

(4) a plan for Commonwealth Libraries' administration of the program, including provision of technical assistance, monitoring of on-going projects and evaluation of completed projects.

(b) Grants to municipalities for public library planning, acquisition, development or rehabilitation will be made in accordance with the long-range plan.

(c) Commonwealth Libraries will incur administrative expenses to meet costs of activities listed in the component of the long-range plan described in subsection (a)(4), to meet costs of planning, and to meet costs of grants administration.

(d) Commonwealth Libraries will publish the long-range plan and subsequent modifications to the long-range plan in the Pennsylvania Bulletin.

§ 142.3 Eligible project costs.

(a) Commonwealth Libraries, in accordance with the policies in its long-range plan for library facilities, may provide grants to pay for the following eligible project costs:

(1) Planning

(2) Acquisition

(3) Development

(4) Rehabilitation

(b) Grants may not be used for the following ineligible costs:

(1) Operating costs of a public library, including costs of purchasing books and other library materials, personnel costs and costs of routine maintenance.

(2) Costs of equipment or software, or both, to automate public library functions and catalogs unless the automation is part of the development or rehabilitation of a public library facility.

(3) Planning, acquisition, development or rehabilitation of facilities that are not public libraries. In the case of shared facilities, the grant and related matching funds may pay only for the portion of the facility to be used as a public library.

§ 142.4 Eligible grantees.

(a) A municipality that intends to plan, develop or rehabilitate a public library is eligible to apply for a grant.

(b) The public library for which a municipality applies for a grant shall have a formal, legal relationship with that municipality, either by being a department or unit of local government or through a contract describing mutual obligations and responsibilities.

(c) A municipality, alone or in cooperation with other municipalities, is eligible to apply for a grant for a public library funded by local tax revenue or monies raised by the levy of special taxes to establish or maintain, or both, a public library which directly provides public library service, delegates responsibility for public library service to a board of directors, or delegates responsibility for public library service to a nonprofit corporation.

(d) If a public library serves more than one municipality, the municipalities shall come to mutual agreement and designate one to apply for a grant for that library.

(e) When a public library is sponsored by a school district or any entity other than a municipality the municipality where the public library is located may apply for a grant for that public library.

(f) The public library that benefits from the grant shall be receiving State aid under Article III of the Library Code (24 P.S. §§ 4301 – 4304) at the time of the grant application and shall continue to receive State aid for the term of the grant. If the public library did not exist prior to the grant-funded project to acquire, plan, develop or rehabilitate its facility, that newly formed public library is eligible for and shall apply to receive State aid under Article III of the Library Code when it opens to the public.

§ 142.5 Funding guidelines.

(a) Commonwealth Libraries will award grants from the Fund to municipalities to pay up to 50% of eligible public library project costs.

(b) The municipality shall demonstrate that sufficient matching funds from eligible sources are available to meet at least 50% of project costs.

(c) The municipality shall demonstrate that the grant award plus other available funds are sufficient to complete the proposed project.

(d) Commonwealth Libraries will give priority to economically distressed communities in awarding grants meeting 50% of costs and may award grants meeting a smaller percentage of project costs to municipalities whose local economies better enable local support of the project. For purposes of this grant program, in deciding whether a community is considered economically distressed, Commonwealth Libraries will be guided by the following criteria:

(1) The public library to benefit from the grant received equalization aid in the year of the grant application or will be eligible to receive equalization aid in the year following the grant application under section 303 (b) (6) of the Library Code (24 P.S. § 4303 (b) (6)).

(2) The municipality is a city, borough, incorporated town or township having a market value per capita below the twentieth percentile of all such cities, boroughs, incorporated town and townships, as certified annually by the State Tax Equalization Board.

(3) The municipality is a county or is located in a county having a personal income per capita below the twentieth percentile of all counties, as certified annually by the Department of Revenue.

(4) The municipality is a county or is located in a county or is a minor civil division with a population of 25,000 or higher having an average annual unemployment rate above the eightieth percentile of all counties or all such minor civil divisions, as determined annually by the Department of Labor and Industry.

§ 142.6 Eligible matching funds.

(a) Commonwealth Libraries may award Federal library construction funds, when available, to pay additional portions of project costs and meet matching requirements of grants awarded from the Fund. Priority for these Federal grants will be given to municipalities in economically distressed communities, using criteria listed in section 142.5 (d) (1) – (4) (relating to funding guidelines).

(b) The municipality may use Federal funds, other than those awarded under subsection (a), which are available to it or to the public library, as matching funds, provided those Federal funds are not already being used to match another State grant.

(c) The municipality may use State funds, other than those awarded from the Fund, and which are available to it or to the public library, as matching funds, provided those funds were not appropriated as compensation to public libraries under the Library Access Statewide Card program or as library State-aid under terms of Article III of the Library Code (24 P.S. §§ 4301 – 4304).

(d) The municipality may use the following local monies, costs and contributions as matching funds:

(1) Local tax revenues.

(2) Proceeds from local bond issues.

(3) Cash contributions from individuals, corporations and others.

(4) The fair market value of land or buildings provided to the public library by the municipality up to 2 years previous to award of the grant. The market value must be for the time at which the land or buildings were designated for the public library.

(5) Costs incurred by the municipality or the public library up to 2 years prior to filing of the initial application for:

(i.) services of a library building consultant, registered architect, engineering firm used in the development of plans for the project;

(ii.) acquisition of real estate as part of the project:

(iii.) physical site preparation.

(6) Third party in-kind contributions and third party costs which conform to the rules in §§ 142.7 – 142.9 below (relating to third party in-kind contributions and third party costs; valuation of donated services; and valuation of donated equipment, buildings and land).

§ 142.7 Third party in-kind contributions and third party costs.

(a) The municipality may use third party in-kind contributions and third party costs towards satisfying the matching requirement only when those contributions and costs are directly related to the public library planning, acquisition, development or rehabilitation project. The municipality may not use third party in-kind contributions and third party costs for operation of the public library to count towards satisfying the matching requirement.

(b) If third party in-kind contributions and third party costs are used as matching funds, the municipality shall be able to verify those contributions and costs from its records or the records of the public library. The municipality shall show from the records how the value placed on third-party

in-kind contributions was calculated. To the extent feasible, the municipality shall verify the value of volunteer services by using the same methods that the municipality or the public library uses to support the allocation of its regular personnel costs.

(c) The municipality may use third-party in-kind contributions towards satisfying the matching requirement only where, if the municipality or public library receiving the contributions were to pay for them, the payments would be eligible matching funds.

(d) The municipality may not use third-party in-kind contributions towards satisfying the matching requirement if they represent indirect costs.

§ 142.8 Valuation of donated services.

(a) The municipality shall value volunteer services provided by individuals to the municipality or public library at rates consistent with those ordinarily paid for similar work in the municipality or public library. If the municipality or public library does not have employees performing similar work, the municipality shall use rates consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, the municipality may include a reasonable amount for fringe benefits in the valuation.

(b) When an employer other than the municipality or public library furnishes free of charge the services of an employee in the employee's normal line of work, the municipality shall value the services at the employee's rate of pay exclusive of fringe benefits and the employer's overhead costs. If the services are in a different line of work, subsection (a) of this section applies.

§ 142.9 Valuation of donated equipment, buildings and land.

(a) The municipality may count as matching funds the market value of donated equipment, buildings or land at the time of donation.

(b) In cases where it is necessary to establish the market value of land or a building, Commonwealth Libraries may require that the market value be established by a certified real property appraiser and that the value be certified by the municipality and by the public library.

§ 142.10 Title to site.

(a) The municipality or public library shall have or obtain a full title or other interest in the site upon which the public library facility is or will be located, including right of access, that is sufficient to insure the undisturbed use and possession of the facility as a public library for 50 years or the useful life of the project to be funded by the grant, whichever is shorter.

(b) When the title to the site upon which the public library facility is or will be located is held by the municipality, the municipal officials shall pass a resolution or ordinance ensuring the undisturbed use of the facility as a public library for 50 years or the useful life of the project to be funded by the grant, whichever is shorter.

(c) If during the 50 year period, the municipality or public library desires that the facility be used for other than public library purposes, it may request a waiver from the State Librarian. In deciding whether to grant that waiver, the State Librarian will consider the public library's need for a facility and how that need will be met.

(d) Recipients of grants for public library facilities under the act shall not dispose of nor at any time convert property acquired with such a grant to other than the purpose approved in the project application without the prior written approval of the Commissioner of Libraries, the State Librarian. Should disposition or conversion occur without prior written approval, the State Librarian may:

(1) Require the recipient to refund all grant funds for the particular project, including 10% annual interest compounded four times annually from the date the original grant-in-aid was received until it is repaid.

(2) Require acquisition by the recipient of equivalent replacement land, as determined by the State Librarian.

§ 142.11 Beginning the grant project.

Before grant project work is advertised or placed on the market for bidding the municipality shall get approval from Commonwealth Libraries of final working drawing and specifications.

§ 142.12 Completing the grant project.

(a) The municipality shall complete its grant project within a reasonable time.

(b) The municipality shall complete the grant project in accordance with the grant application and approved drawings and specifications.

§ 142.13 Supervision and inspection by the municipality.

In the case of grants for development or rehabilitation, the municipality shall retain a licensed architect or professional engineer for supervising or inspecting at the project site to insure the work conforms to the approved drawings and specifications, when such supervision is determined to be necessary by Commonwealth Libraries.

§ 142.14 Operation and maintenance of facility.

An authorized representative of the grantee shall sign a form provided by the Agency to assure that, when the project is completed, sufficient funds will be available for effective operation and maintenance of the public library.

KEYSTONE FUND LIBRARY PROJECTS

BID SPECIFICATIONS CHECKLIST

Bid Document – The following elements should be included in the bid documents as statements of compliance:

- A nondiscrimination statement
- Public Works Contractor’s Bond Law
- Steel Products Procurement Act
- Pennsylvania Flood Plain Management Act
- Trade Practices Act
- Lowest responsible bid
- A general statement concerning compliance with all applicable state and federal laws and regulations

Drawings – If appropriate or required by a contractor in order to complete the work, drawings should be included in the bid document.

Sign - The provision that the municipality or contractor must erect a sign that is visible to the public will be contained with in the bid document. The sign will contain the following language:

“This project is supported in part through a grant from the Office of Commonwealth Libraries, Pennsylvania Department of Education, with funds provided from the Keystone, Recreation, Park and Conservation Fund.”

Request to Initiate Consultation in Compliance with the State History Code and
Section 106 of the National Historic Preservation Act

Applicant Information (print neatly, this will be used in the return envelope)

| | |
|----------------|--------------------------|
| Applicant Name | _____ |
| Street Address | _____ |
| City | _____ Phone Number _____ |
| State/ZIP | _____ |

Contact Person to Receive Response (if applicable) (print neatly, this will be used in the return envelope)

| | |
|----------------|--------------------------|
| Name/Company | _____ |
| Street Address | _____ |
| City | _____ Phone Number _____ |
| State/ZIP | _____ Fax Number _____ |

Project Information

| | |
|---|-------------------------|
| Project Title | _____ |
| Project Location and/address | _____ |
| Municipality | _____ County Name _____ |
| If this project was ever reviewed before, include previous ER # | |

Project Type (Check all that apply)

Will Your Project Be Government Funded/Sponsored or On Government Land?

Yes No Specify Agency and Program Name Below

| | | | |
|-----------------|--------------|----------|-------|
| State Agency: | _____ | Program: | _____ |
| Federal Agency: | _____ | Program: | _____ |
| | Local/Other: | | _____ |

Will Your Project Require Permits or Approvals?

Yes No Specify Agency and/or Program Name Below

| | | | |
|----------------------|-------|----------|-------|
| Anticipated Permits: | | | |
| State Agency: | _____ | Program: | _____ |
| Federal Agency: | _____ | Program: | _____ |

Agency Office to Receive Copy of Response (Check all that apply)

| | | | |
|---|---|--|-------------------------------------|
| Army Corps of Engineers: | <input type="checkbox"/> Philadelphia | <input type="checkbox"/> Baltimore | <input type="checkbox"/> Pittsburgh |
| DEP Office: | <input type="checkbox"/> Central Office | <input type="checkbox"/> Regional Office: | _____ |
| <input type="checkbox"/> District Mining Office: | _____ | <input type="checkbox"/> Oil & Gas Office: | _____ |
| <input type="checkbox"/> Other: (provide address) | _____ | | |

Required Project Information for BHP/SHPO Review

Total Acres in the property under review: _____

Total acres of earth disturbance for this proposed activity: _____

Are there any buildings or structures within the project area? Yes No
Approximate age of buildings:

Project located in or adjacent to a historic district? Yes No Unsure

Name of Historic District _____

Submissions Must Also Include:

MAP LOCATION: A 7.5 USGS Map showing the project boundary and the Area of Potential Effect (APE). The APE should include indirect effects, such as visual and audible impacts. Federal Projects must provide an explanation of how the APE was determined.

PHOTOS: Photos of all buildings or structures in the APE. If the property is over 50 years old submit a Historic Resource Survey Form with this initial request. The forms are available at <http://www.phmc.state.pa.us/bhp>, under "Forms and Guidance" link.

PROJECT DESCRIPTION NARRATIVE: Provide a detailed project description describing the project, any ground disturbance, any previous land use, and age of all effected buildings in the project area. Attach a site map showing the location of all buildings in the project area.

I have reviewed all DEP Permit Exemptions listed on the DEP website www.dep.state.pa.us.

In addition, federal agencies must provide:

- Measures that will be taken to identify consulting parties including Native Americans.
- Measures that will be taken to notify and involve the public.

The information on this form is needed to determine whether potential historic or archaeological resources are present. Additional historic information or investigation may be requested to determine the significance of the resources or the effects of the project on those resources. *Form and attachments must be submitted by mail. Submissions via e-mail will not be accepted.*

Signature Block

Applicant's Signature

Date

Please Print and Mail Completed Form and Required Information to:

**PA Historical & Museum Commission
Bureau for Historic Preservation
400 North Street
Commonwealth Keystone Building 2nd Floor
Harrisburg, PA 17120-0093**