Building Forward Library Facilities Improvement Program: Round Two

Guidelines and Application Requirements

2023

Applications are due no later than May 18, 2023 at 12:00 pm noon PST.

Questions should be emailed to BuildingForward@library.ca.gov by 12:00 pm noon PST on May 12, 2023.

PROGRAM OVERVIEW

The Building Forward Library Facilities Improvement Program helps create local libraries capable of meeting the 21st century needs of California's communities, with a priority for facilities that serve high poverty areas of the state.

AVAILABLE FUNDING

In this round $175 million in competitive grant funding is available to cities, counties, or special library districts[1]. Funding requests are expected to exceed funds available through this grant opportunity. Round Two funds must be expended by June 30, 2027.

MAXIMUM AWARDS

The maximum grant amount per library facility is $10 million. If facilities that benefitted from funding in Round One are approved for funding in Round Two, the cumulative maximum amount awarded will not exceed $10 million.

FUNDING PRIORITIES

In accordance with the State of California Budget Act of 2022 AB 179 (Chapter 249, Statutes of 2022), project requests submitted for local libraries located in high poverty areas of the state will be prioritized for funding. High poverty areas are designated based on the California Poverty Measure. The California Poverty Measure is a measure

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[1] A governing entity other than a county, municipality, township, or school district that is authorized to establish and operate a public library as defined by the Federal-State Cooperative System.

created by the Public Policy Institute of California and the Stanford Center on Poverty and Inequality to comprehensively assess poverty levels by considering income and benefits from social safety net programs (e.g., CalFresh and unemployment benefits), medical expenses, childcare costs, and geographic differences in housing costs. The California Poverty Measure for each library facility can be found online at: https://www.library.ca.gov/grants/buildingforward.

Facilities that have not benefitted from any previous Building Forward funds will be given priority consideration.

HOW TO APPLY

Applications will be accepted online at: https://www.library.ca.gov/grants/buildingforward through 12:00 pm, noon, PST on May 18, 2023.

Applications not funded in Round One will not carry forward to Round Two. Applicants are welcome to apply in Round Two for projects that were not funded in Round One.

All applications for funding in Round Two must be prepared and submitted using the Round Two application materials and online portal.

Note: If funding is awarded, an authorizing resolution from the applicant organization's city council, executive board, or other governing body is required prior to executing the grant agreement.

Grantees will have until June 30, 2027 to spend any funds received under this program.

QUESTIONS & CONTACT INFORMATION

Questions should be submitted by email to BuildingForward@library.ca.gov by 12:00 pm noon PST on May 12, 2023. FAQs will be updated weekly with questions and answers that may help all grantees. FAQs can be found at: http://www.library.ca.gov/grants/buildingforward. Applicants are encouraged to check the FAQs regularly for updates.

ELIGIBILITY

Eligible Applicants

Applications may be submitted by cities, counties, or special library districts. Library-related nonprofit organizations, such as Friends of the Library groups, are not eligible applicants. One application per library facility will be accepted. Cities, counties, or special library districts seeking funding for multiple facilities must submit one application for each facility.

To qualify for funding, facilities must be used as a public library according to the California Education Code, sections 18010 through 20092 and California Code of Regulations, Title 5, Division 2, and have all of the following:

- An organized collection of library materials
- Paid staff
- Regularly scheduled hours for being open to the public
- Separate quarters
- And supported in whole or in part by public funds.

Facilities must operate as a public library (meeting all the criteria listed above) for at least 10 years following the grant end date.

Facilities that benefited from funding in Round One are eligible for funding for new projects in Round Two. Round Two funds will not be used to augment Round One projects and awards.

Project Types

Applications are welcome for any library facility-related capital project that addresses critical maintenance needs, improves energy efficiency, improves sustainability, expands digital access, or expands physical access. Priority will be given to projects supporting libraries located in high-poverty areas of the state.

Capital projects are projects that help maintain or improve a public asset, often called infrastructure. Projects include the planning, design, procurement, construction and installation of real property and trade fixtures. Under this grant opportunity, capital projects must address at least one of the following: critical maintenance, energy efficiency, sustainability, expanded digital access, or expanded physical access.

Critical maintenance projects keep existing facilities, building-related structural components, and related building systems suitable for public use and compliant with all prevailing codes, rules, regulations, and standards governing their usage, such as the Americans with Disabilities Act.

Examples include, but are not limited to:

- Necessary repair or replacement of essential building systems:
  - HVAC and air filtration
  - Water and/or gas lines
  - Fire detection/suppression systems
  - Security systems and safety features, including cameras, security/emergency lighting, safe rooms, emergency wayfinding signage
- Electrical supply, including backup power needed for emergency purposes
- Repair or replacement of broken or nonfunctioning essential building components. For example:
  - Locks, windows, and doors
  - Seismic retrofit
  - Elevators and interior paths of travel

- Roof repair or replacement
- Foundation repair
- Asbestos and mold abatement and remediation
- Repairs related to water damage, fire/smoke damage, insect damage, or wood rot
- Repairs to eliminate hazards to individuals, including tripping or slipping

Energy efficiency projects are those that enable the facility to reduce its energy usage. For example:

- Installing solar panels or battery storage[2]
- Modernizing HVAC systems
- Energy management or automated building control systems
- Modernizing water heater systems
- Improving insulation or weatherproofing
- Window upgrades

Sustainability projects are those that reduce the depletion of resources such as water, land, and raw materials, and prevent environmental degradation caused by the facility. For example:

- Water or energy conservation measures
- Use of sustainable building materials or practices

Expanding physical access projects enable all visitors to enter, occupy, and use library facilities in an equally effective and integrated manner. For example:

- ADA compliance measures
- Widening doorways and pathways
- Improving lighting
- Increasing size of spaces
- Repurposing spaces
- Construction projects enabling expanded-access services or technology

Expanding digital access projects are improvements to the facility that make digital services more accessible or more widely available. For example:

- Updating electrical and related infrastructure to improve reliability of Local Area Network
- Projects to improve building wiring, electricity, outlets, and access points for digital devices
- Adding wireless access points or boosters
- Wi-Fi upgrades or enhancements

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[2] Power created or stored must primarily benefit operations of the library building.

Note: If your project includes or is fully focused on network hardware, installation, and/or configuration; room-ready modifications required to install and operate network equipment and/or upgrades to Inside Wiring to support broadband connectivity, it may be eligible for funding through the California Library Connect project. Please see *https://californialibraryconnect.org/grants/* *for more information.*

LOCAL MATCH REQUIREMENT

Match Requirement

Grantees will be required to provide matching funds as a direct cash contribution on a dollar-for-dollar basis. Match funds may come from either the applicant organization or funds from third party sources such as other grants, foundations, or private donors. In-kind contributions or state funds are not an eligible source of match funds. **Funds expended before or after the grant period are not considered an allowable match. Matching funds can only be used for costs eligible under this grant program.** Match funds must be spent at the same rate and on the same costs as grant funding. If awarded, grantees will be required to verify the availability of match funds.

Match Reduction

Applicants may request a reduction in the required local match according to conditions included in the California Budget Act of 2022 AB 179 (Chapter 249, 2022 Statutes). Applicants may apply for a reduction in their required local match based on Local Operating Income Per Capita (see table below). Applicants seeking a match reduction must submit a written match reduction justification request as part of the application. Applicants requesting a match reduction must be able to demonstrate that they are financially unable to provide the required match.

Note: Submitting a Match Reduction Justification Request does not guarantee that the required match amount will be reduced.

Local Operating Income Per Capita levels for Round 2 applications will be based on data from the 2021-2022 fiscal year, available online at: https://www.library.ca.gov/grants/buildingforward. Local Operating Income Per Capita is calculated dividing the service area population by the library jurisdiction's operating revenue from local sources. If a library's per capita spending level changes during the grant period, its match requirement does not change.

LIPC LEVEL	MAXIMUM ALLOWABLE MATCH REDUCTION
$0.00 - $15.00	The match requirement may be eliminated. No Local match funds are required to be contributed.
$15.01 - $28.00	The match requirement may be reduced by 75 percent. Every dollar of grant funds must be met with 25 cents of local matching funds.
$28.01 - $49.99	The match requirement may be reduced by 50 percent. Every dollar of grant funds must be met with 50 cents of local matching funds.
$50.00 - $99.99	The match requirement may be reduced by 25 percent. Every dollar of grant funds must be met with 75 cents of local matching funds.
$100.00 and above	No reduction in the local match requirement is allowed. Every dollar of grant funds must be met with a dollar of local matching funds.

ALLOWABLE COSTS

Allowable and unallowable costs apply to the use of both grant and local matching funds.

Allowable costs include, but are not limited to:
- Construction and/or installation
- Consultant fees for plans, specifications, construction documents, cost estimates or design
- Grant administration (maximum of 10 percent of the total grant amount, excluding the grant administration amount, is allowed)
- Insurance and hazard liability bond premiums
- Permit and inspection fees
- Project contingency (a maximum of 10 percent is allowed)
- Project management of the construction or installation
- Work related to approved project outputs
- Building fixtures that are permanently attached to the building
- Exterior Spaces for library services, programs, and accessible paths of travel if joined to the building

Note: Projects must be directly related to library buildings or spaces instead of addressing general municipal needs. Projects related to or serving multiple municipal buildings or complexes are not eligible. Exterior activities or work must either be directly related to providing library activities, designated exterior library areas, or the specific library building. This includes but is not limited to landscaping, patios, seating, shade structures, fencing[3], bollards, or walkways[4].

Unallowable costs include, but are not limited to:

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[3] General perimeter fencing is not allowable under this grant opportunity

[4] The repair or replacement of exterior walkways is allowable from the facilities access points to curbs or parking lots

- Any expenditure not part of the approved grant budget
- Book drops that are not attached to the building
- Community planning meetings or workshops
- Contractor burden
- Contractor or supply escalation costs or markups
- Costs incurred outside of the grant period[5]
- Counters or desks which are movable or unattached to the building
- Physical hardware or equipment which is not a component of the essential building system, including but not limited to:
    - Audio visual equipment
    - Book vending machines or lockers (including Open+ system fees)
    - Computers
    - Computer or device vending technology
    - Material security enhancements (e.g., RFID, tattle tape, material security gates)
    - Program or collection equipment (e.g., makerspace technology or material processing equipment, book sorting machines)
    - Self-check machines
- Entertainment, meals, or food
- Establishment of a reserve fund
- Federal or state taxes[6]
- Grant writing, fundraising, advertising, or lobbying
- Indirect or in-kind[7] costs
- Land acquisition or related fees
- Moving or storage costs
- Electric vehicle charging stations
- Regularly scheduled maintenance
- Work related to parking lots and related features
- Signage not affixed to the library building
- Shelving which is not attached to the building
- Building space not directly related to library operations (e.g., cafés, friends of the library spaces, general municipal services)
- Tangible property to support program operations (e.g., tables, chairs, computers, or vehicles)
- Warranties, agreements, or contracts with terms extending beyond the grant period

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[5] The grant period begins upon the execution of the grant agreement by the grantee and the State Library

[6] Not including sales tax

[7] Non-cash contribution such as goods, services, and equipment

Appendix A: Application Questions

Section 1: Basic Information

- Applicant/Organization
- Project Name
- Library Jurisdiction and Facility
- Does this project involve an existing library facility, including new library buildings which will replace existing branches?
    - A 10-year lease from the project completion date will be required at the time of award. Upload the lease(s) and/or any related documentation showing compliance with this requirement. If your current lease does not currently meet the 10-year requirement describe your timeline and plan to meet this requirement if you are awarded.
- Is the Library Director of the Library Jurisdiction aware of this application/project?
- Primary Application/Project Contact
    - This contact will receive communications regarding this application.
- Additional Application/Project Contact (optional)
- Authorized Representative
    - This contact will sign grant agreements on behalf of the applicant organization.
- Certification Form: A certification form signed by the representative (listed above) authorizing the submittal of this application is required. The certification form can be downloaded at: https://www.library.ca.gov/wp-content/uploads/2023/02/Building-Forward-Round-2-Application-Approval-and-Certification.pdf

Section 2: Project Details/General Application Questions

Project Information

- Describe briefly what you propose to do, for whom, and for what expected benefit(s). (100 Word Limit)
- Describe the need that this proposed project is intended to address. (200 Word Limit)
- Describe the steps you took to determine that this need exists. For example, architectural reviews, building needs assessments, surveys, cost analyses, community meetings, focus groups, and the like. (200 Word Limit)
- Choose one primary project type:
    - New building: Adding a new library facility
    - New building: Replacing an existing library facility
    - Current Building: Critical maintenance/renovation/modernization project
    - Current Building: Energy efficiency project
    - Current Building: Sustainability project
    - Current Building: Digital access project
    - Current Building: Physical access project
- If "New building: Adding a new library facility" or "New building: Replacing an existing library facility" is selected:

- o Describe your proposed new or replacement facility, including specific information about how the project would meet the need described in your response above. (200 Word Limit)
- o List the address of the proposed building.
- o Describe the current status of your project. (200 Word Limit)
- o Describe all funding sources you have confirmed, or are actively seeking, to complete the project. (e.g. local funds, federal funds, etc.) (200 Word Limit)
- o Indicate if the land has been purchased for the proposed new library. If not, provide a timeline for the purchase. Who will own the property? (100 Word Limit)
  - ▪ Note: Land acquisition is not an allowable cost for grant or match funds.

Additional Information
- Select any of the following categories which apply to your proposed project. For more information about each category, please refer to the grant guidelines.
  - o Critical Maintenance
    - ▪ Describe your proposed project, including specific information about how the project would meet the critical maintenance need described in your response above. (200 Word Limit)
  - o Energy Efficiency
    - ▪ Describe your proposed project, including specific information about how the project would meet the energy efficiency need described in your response above. Please use estimated numerical data to support your answer. For example, "This project will reduce the library's power consumption by an estimated X kilowatt hours per month". (200 Word Limit)
  - o Sustainability
    - ▪ Describe your proposed project, including specific information about how the project would meet the sustainability need described in your response above. Please use estimated numerical data to support your answer. For example, "This project will reduce the library's water consumption by an estimated X gallons per month". (200 Word Limit)
  - o Expanding Digital Access
    - ▪ Describe your proposed project, including specific information about how the project would meet the digital access need described in your response above. Please describe how the project will increase the number of additional users with access and/or the number of additional devices, services, and/or programs that will be made available. (200 Word Limit)
  - o Expanding Physical Access

- Describe your proposed project, including specific information about how the project would meet the physical access need described in your response above. Please describe how the project will increase access under ADA guidelines, increase overall patron capacity, and/or increase availability of library materials and services to specific user communities or users. (200 Word Limit)
- If applicable, describe past attempts to fund this project, including other funding sources sought and key obstacles in securing funds. (100 Word Limit)
- Describe how you will complete the project if only a portion of the requested funding is awarded. (100 Word Limit)
- Explain how you created the project budget. How were costs determined? (100 Word Limit)
- If the total project costs are expected to exceed the requested grant amount plus the required local match, has the rest of the required funding been secured?
  - Explain how the project will be completed, including the funding source and the anticipated timeframe required to obtain the funding. (200 Word Limit)

Supporting Documents
- Additional documentation may be submitted to support your application. All items should be directly related to the facility and project for which you are applying. If your item is part of a larger document or plan, only provide excerpts related to this application. Please try to keep each attachment to 20 pages or less. All items are optional.
  - Assessment/Study/Review [Two may be uploaded]
  - Assessment/Study/Review 2
  - Cost Analysis
  - Planning Document
  - Site Plan/Map
  - Other
  - Photos/Videos [Five photos and one video may be uploaded]
  - Letters of Support [Three may be uploaded]

Section 3: Budget and Timeline

Overview Timeline

Grant and local match funds must be used toward the project within four years following the execution of the Grant Agreement and Certification by both parties. Reporting will be required over 16 quarterly periods (every three months for four years).

Select the Quarter when key project milestones will be completed. Select quarters based on the assumption that quarter one begins when the grant agreement is fully executed, with quarter two beginning three months later.

Timelines are for planning purposes only and do not need to be exact. If awarded, a formal Implementation Plan will be required based on a finalized award timeline.

- When will all bids or quotes be obtained?
- When will all planning and design specifications be complete?
- When will all contractors be selected?
- When will work begin?
- When will the project meet the halfway point?
- When will all work be completed?

Local Matching Funds

- Match Reduction Requested (Note: Other State funds are not an allowable match contribution.)
    - If applicable:
        - Explain why you are financially unable to provide the required dollar-for-dollar matching funds. (200 Word Limit)
        - Have matching funds been secured?
        - What are the sources of the local matching funds? (200 Word Limit)

Project Outputs

In this section you will enter project outputs. Project outputs should be tangible items describing the specific work products that will be completed by the project.

List all major outputs of your project that will be funded by the grant and local matching funds. Do not include related project outputs or costs that will not be funded by the Building Forward grant nor through required local match funds.

You may enter up to 20 project outputs. Start entering project outputs to display additional fields.

List project outputs in order of priority. If partially funded, awards may fund project outputs based on the order they are listed here. Examples of outputs include, but are not limited to, window replacement, flooring repair, solar panel instillation, roof replacement, ADA upgrades to restrooms, teen space redesign, HVAC system modernization, elevator replacement, water conservation system installation, electrical system upgrades, adding network ports in reading area and lighting upgrades.

Costs related to non-tangible items, such as project management or design, should be included in the cost of the specific output to which they are related.

List or describe what is included within each output under "Details." This should include major subtasks for the output, as well as other expenses included in the total cost (e.g. architectural design, construction management, and required permit fees).

Please note: If awarded, a final itemized budget will be required. Awardees should be prepared to provide the cost of each individual output itemized by: Salaries/Wages/Benefits, Consultant/Contractor Fees, Supplies/Materials/Equipment.

- Project Outputs
    - Timeline:

- - - Quarter work will begin
      - Quarter work will be competed
    - Budget:
      - Total Output Cost
      - Grant Contribution (Auto Calculated)
      - Match Contribution (Auto Calculated)
    - Details
- Contingency Costs Set Aside (Up to 10 percent may be selected)
- Grant Administration Costs (Up to 10 percent may be selected)

Appendix B: Application Review Criteria

CRITERION	INSTRUCTION FOR REVIEWER	SCORING CRITERIA
1: Identifying the Need	Consider the extent to which the applicant demonstrated a clear and evidence-based need for the proposed project.	• 3 (Good): Applicant comprehensively demonstrated a need for this project. Response was thorough and well supported. • 2 (Adequate): Applicant mostly demonstrated that there is a need for this project. Response was adequately supported. • 1 (Poor): Applicant somewhat demonstrated that there is a need for this project. Response was insufficiently supported. • 0 (Insufficient): Applicant did not demonstrate that there is a need for this project.
2: Meeting the Need	Consider whether the proposed project addresses and aligns with the stated community need. In a strong application, the project will be designed to respond effectively to the stated need, and the size and scope of the proposed project will align with that need.	• 3 (Good): Applicant comprehensively demonstrated with specific evidence that the proposed project addresses and aligns with the stated community need. • 2 (Adequate): Applicant mostly demonstrated with specific evidence that the proposed project addresses and aligns with the stated community need. • 1 (Poor): Applicant somewhat demonstrated that the proposed project addresses and aligns with the stated community need. • 0 (Insufficient): Applicant did not demonstrate that the proposed project addresses or aligns with the stated community need.

CRITERION	INSTRUCTION FOR REVIEWER	SCORING CRITERIA
3: Project Feasibility	Consider whether the responses and supporting documents (if any) demonstrate that the project is feasible. Feasibility includes preparedness; sufficient and appropriate resources to complete the project within the provided timeline; and sufficient funding, including requested funds.	• 3 (Good): Applicant comprehensively demonstrated the project is feasible. Applicant is fully prepared with sufficient and appropriate resources. • 2 (Adequate): Applicant mostly demonstrated the project is feasible. Applicant is somewhat prepared with sufficient and appropriate resources. • 1 (Poor): Applicant demonstrated poor feasibility. Applicant is inadequately prepared with sufficient and appropriate resources. • 0 (Insufficient): This project is not feasible. Applicant is not prepared with sufficient or appropriate resources.
4: Project Costs	Consider the extent to which the applicant demonstrated an appropriate accounting of all planned project costs. Appropriate accounting means all costs are reasonable and aligned with the overall project and individual project outputs.	• 3 (Good): Applicant comprehensively demonstrated that the planned project costs are appropriate. • 2 (Adequate): Applicant mostly demonstrated that the planned project costs are appropriate. • 1 (Poor): Applicant somewhat demonstrated that the planned project costs are appropriate. • 0 (Insufficient): Applicant did not demonstrate that the planned project costs are appropriate.

Appendix C: Authorizing Resolution Template

If awarded, a resolution adopted by the city, county, or library district applying for funds will be required. The resolution should:

- Authorize the submission of an application;
- Approve implementation of the awarded project; and
- Designate an Authorized Representative to enter into the grant agreement.

Applicants may apply if the resolution has not been adopted before the application deadline, but we suggest the applicant seek guidance from their legal counsel to ensure they are authorized to apply.

RESOLUTION NO. **[#]**
A RESOLUTION OF THE **[APPLICANT]** AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA)

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and
WHEREAS, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and
WHEREAS, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing board either before submission of said application(s) to the State or prior to execution of the grant agreement; and
WHEREAS, the Applicant/Grantee, if selected, will enter into an agreement with the State of California to carry out the project
WHEREAS, **[APPLICANT]** proposes to implement **[PROJECT TITLE]**;
WHEREAS, **[APPLICANT]** has the legal authority and is authorized to enter into a funding agreement with the State of California; and
WHEREAS, **[APPLICANT]** intends to apply for grant funding from the California State Library for the **[PROJECT TITLE]**;

THEREFORE, BE IT RESOLVED by the **[APPLICANT]**, with acknowledgement of **[LIBRARY/LIBRARY JURISDICTION]**, as follows:

1. That pursuant and subject to all of the terms and provisions of the California Budget Act, the **[APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE]**, or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library, and take such other actions necessary or appropriate to obtain grant funding.
2. The **[APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE]**, or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.
3. The **[APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE]**, or designee is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding.
4. Certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal

requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained; and,

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the **[GOVERNING BODY NAME]** of the **[AGENCY NAME]** at the meeting held on **[DATE]**, motion by **[NAME]** and seconded by **[NAME]**, motion passed by the following vote:

AYES: **[#]**
NOES: **[#]**
ABSTAIN: **[#]**
ABSENT: **[#]**

_____
[PRINTED NAME]
[TITLE], [GOVERNING BODY]

_____
[PRINTED NAME]
[SECRETARY/CLERK]