

Rhode Island Office of Library and Information Services

Public Library Construction Reimbursement Application

Part I: Library Information

1. Library Legal Name _____

2. Library Mailing Address

Address _____

City/Town _____

State _____ Zip _____

3. Library Director

Name _____

Telephone _____

Email _____

4. Legal Establishment

The applicant hereby certifies that the library is legally established as a public library according to [RIGL § 29-4](#). Check the appropriate boxes. *Attach supporting documentation as Appendix A.*

Library is:

- Part of the city/town government
- Non-profit corporation 501(c)3

Documentation of establishment of library:

- Copy of ordinance or other documentation establishing library by city or town
- Copy of certificate of incorporation issued by Secretary of State's Office (non-profit only)
- Copy of latest annual report filed with Secretary of State's Office, per [RIGL § 7-6-90](#) (non-profit only)

5. Eligibility for State Grant-in-Aid

- The library and its municipality are eligible for state aid in accordance with [RIGL § 29-6-3](#) and meet all requirements therein.
- The library and its municipality are not eligible for state aid in accordance with [RIGL § 29-6-3](#) but anticipate meeting eligibility requirements in the next fiscal year. *Attach as Appendix B an explanation, including specific eligibility criteria the municipality and/or library do not meet, and the plan to meet that requirement.*

6. Library Operating Funds

The library must have a regular source of operating income and furnish proof that it will have adequate operating income to operate the new/improved facility in accordance with its strategic plan and in compliance with *Minimum Standards and Regulations for RI Public Libraries (220-RICR-60-15-02)*.

Check all items that apply:

- The library has a regular and adequate source of operating income to operate the current facility.
- The library anticipates that current funding levels are adequate to operate the new or improved facility. *Attach documentation supporting why no additional expenditures are anticipated as Appendix C.*
- The governing body of the library will secure additional operating funds and/or appropriations to properly maintain the new or improved facility and to operate that facility. *Attach proposed budget for new facility and proposed funding as Appendix C.*

Part II: Project Personnel

7. Project Contact (If not director, list library staff member responsible for project.)

Name _____
Title _____
Telephone _____
Email _____

8. Project Fiscal Agent

- City/town
 Library

Name _____
Title _____
Address _____
City/Town _____ Zip _____
Telephone _____
Email _____

9. Library Building Consultant

Name _____
Company _____
Address _____
City/Town _____
State _____ Zip _____
Telephone _____
Email _____

Attach as Appendix D:

- *The role of the library consultant, and how the consultant will be involved in the various phases of the project.*
- *Information regarding the library consultant's previous experience with library construction projects.*

10. Architect

Company _____
Project Architect _____
Address _____
City/Town _____
State _____ Zip _____
Telephone _____
Email _____

Attach as Appendix E: information regarding the architect's previous experience with library construction projects and architect's fee schedule.

11. Project Manager

Select type of project manager:

- Project Manager / Owner's Representative
- Construction Management Company

Name _____
Company _____
Address _____
City/Town _____
State _____ Zip _____
Telephone _____
Email _____

Part III: Project Planning and Description

12. Type of Project

Select one:

- New construction
- Renovation
- Renovation plus new construction
- Retrofit of a non-library building

13. Project Description

Briefly (150 words or less) summarize the need for the project and the project objective(s) in the space below.

Attach as Appendix F a detailed description of the project. See Appendices for further instructions.

14. Comprehensive Plan

Is the proposed construction project included in the city or town's Comprehensive Plan ([RIGL 45-22.2-6](#))? *Attach Services and Facilities section of the municipal Comprehensive Plan, and any other references to the library therein, as Appendix G. See Appendices for further instructions.*

Date of Plan: _____
 Yes No

15. Population Served

List the population of the community served.

Current	
Ten years from now (estimated)	
Twenty years from now (estimated)	

Source of population data (e.g., U.S. Census, RI Statewide Planning)

16. Location of Project

Address _____
City/Town _____ Zip _____

17. Current Building Owner

Name _____
Address _____
City/Town _____
State _____ Zip _____

Attach as Appendix H a copy of deed, current or pending long-term lease agreements, or a description of plans to acquire or lease the site.

18. Type of Ownership

Indicate the ownership of the proposed or renovated facility (check one)

- Municipal
- Non-profit Legally established entity: _____

19. Library Building Program

A written building program must be prepared by the consultant, or the library director with the guidance of the consultant, prior to the designing of the building by the architect. The building program must be in keeping with the library's long-range plan and informed by a long-term community needs assessment.

- The library has previously submitted its library building program.
- The library building program is submitted with this application. *Attach as Appendix I.*

20. Proposed Building Size

Complete the following chart listing size of the current and proposed facility.

- If the project involves renovation of an existing facility, only complete the first column.
- If the project involves construction of a new facility or retrofit of an existing building that is not the current library, list the square footage of the current library in the first column, then complete all questions in the second column, including current square footage of the building to be retrofit.
- If this is a new building, enter the existing building size in the first box of the first column (current) and leave the first box in the second column blank.

	Existing Building (sq. ft.)	New Facility or Retrofit (sq. ft.)
Current		
New construction		
To be renovated		
Other		
Total		

21. Proposed Project Dates

Construction start date	
Substantial completion of building	
State fiscal year of first payment [state fiscal year after substantial completion].	

22. Sustainable Building

Will the library pursue LEED certification?

- Yes Level _____
- No

Attach as Appendix J an explanation of what sustainable building strategies will be included in the building design, or a statement indicating none will be used.

23. Project Cost Summary

Provide a summary of the project costs. Complete the *Project Cost Worksheet*. *Attach as Appendix K the Project Cost Worksheet*. Numbers must be based on an independent estimate of project costs for construction drawings. *Attach as Appendix L a detailed Independent Cost Estimate*.

Total Cost		Eligible Costs	
Reimbursement		Non-eligible Costs	

24. Project Funding Summary

Provide a summary of the project funding. Complete the *Project Funding Worksheet*. Attach as Appendix M the *Project Funding Worksheet* and documentation of funding.

Municipal bond	
Other municipal funding	
State grants (do not include OLIS reimbursement)	
Federal grants or funding	
Grants (do not include state or federal)	
Capital campaign / donations	
Loan (may not be secured with state funds)	
Other	
Total	

Part IV: Certifications & Assurances

The applicant certifies the following:

25. Project Funding

- That 100% (one hundred percent) of the funds required to complete the project in its entirety will be secured and available at the time a reimbursement agreement is executed.

26. Future Building Use

- That the facility built or remodeled will continue to be used as a free public library and the library will continue to meet eligibility requirements for state aid to libraries.
- That the library will not dispose of or encumber its title or other interests in the site and facilities during the period of state reimbursement without consultation with and the express written permission of the Office of Library and Information Services.

27. Legal Authority and Regulations

- That the library has the legal authority to apply for State funds and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project described in this application.
- That the library will follow such procedures, submit such reports, maintain such records, and afford access to all records related to the project, as the Office of Library and Information Services requires in its regulations.
- That the library will initiate and complete the work within two years of signing the construction agreement with the Office of Library and Information Services.

28. Compliance with State and Federal Laws

The library assures that the project in its entirety will comply with applicable state and federal laws including, but not limited to:

- Award of Municipal Contracts, [RI General Laws Chapter 45-55](#);
- Minority Business Enterprises [RI General Laws Chapter 37-14.1](#);
- Equal Employment Opportunity [RI General Laws Chapter 28-5.1](#);
- Green Buildings Act, [RI General Laws Chapter 37-24](#);
- Historical Preservation, [RI General Laws Chapter 42-45](#);
- Americans With Disabilities Act of 1990, Pub. L. No. 101-336, 104 Stat. 328 (1990); and
- Payment of prevailing wages as required by the Davis-Bacon Act (subchapter IV of chapter 31 of title 40, United States Code) and the Service Contract Act (chapter 67 of title 41, United States Code).

Part V: Signature

The library named above certifies and assures that all information contained in this application and attached appendices is true, accurate and current to the best of their knowledge as of the date of submission.

Library Director

Chair, Library Board of Trustees

Date

Date

Appendices

The Public Library Construction Reimbursement Application must include all Appendices as noted below. Appendices must be submitted electronically using the prescribed process and naming convention.

- A. Legal Establishment of Library (Question 4)
Municipal libraries must provide Item 1; non-profit 501(c)3 libraries must provide all items.
 - 1. *Copy of ordinance or other documentation establishing library*
 - 2. *Copy of certificate of incorporation issued by Secretary of State's Office (non-profit only)*
 - 3. *Copy of latest annual report filed with Secretary of State's Office (non-profit only)*
- B. State Grant-in-Aid Eligibility (Question 5)
Plan for library to meet eligibility requirements. Required only of libraries not currently meeting eligibility requirements; libraries not fully in compliance with the Minimum Standards and Regulations for RI Public Libraries ([220-RICR-60-15-02](#)) must include their plan to comply with the Standards before or upon completion of the construction project. Libraries with waivers are not considered to be "fully in compliance."
- C. Library Operating Funds (Question 6)
- D. Library Building Consultant Information (Question 9)
Include role of consultant, involvement in phases of project, qualifications, and experience.
- E. Architect Information (Question 10)
Include description of architectural engagement with project, qualifications, and experience with library projects. Include the architect's fee schedule.
- F. Project Description (Question 13)
Provide a concise but detailed narrative of project development. Include the following clearly identified sections:
 - 1. *Statement of Need. Summary of inadequacy of current facility and why current building does not meet community needs. Pictures may be included to support narrative.*
 - 2. *Community. Demographic overview of community and any special considerations.*
 - 3. *Needs Assessment. Summary of community needs assessment and other community input, including data from focus groups and surveys.*
 - 4. *Project Development. Describe planning process, including formation of building committee, selection of library building consultant, development of building program, and selection of architect. Describe role of municipality in project.*
 - 5. *Community Connections. Describe relationship of project to other entities in city or town and how services align or complement those of other entities. Include other libraries in municipality and other relevant municipal entities such as schools, senior centers, community centers, recreation departments, etc.*
 - 6. *Description of Proposed Facility. Describe project and how it will serve community needs identified. Describe how project will enable library to execute objectives of its strategic plan.*
 - 7. *Site Selection. Describe how and why site was selected as location for facility. Include results of site survey and testing (e.g., perc test, historic considerations) of selected site for any new construction.*

8. *Historic Preservation. If applicable, describe any historic preservation elements incorporated in the project design. Include plans for review and approval of project by local and state boards if building is historic or in historic district.*
 9. *Project Funding. Describe how project will be funded, including fundraising efforts, how the state's share will be funded, and the role of the municipality in funding.*
 10. *Project Timeline. Provide timeline that includes preliminary planning phases, construction, and completion of project.*
 11. *Additional Information. Provide any additional information to support reimbursement application.*
- G. Comprehensive Plan (Question 14)
Include Services and Facilities section of the municipal Comprehensive Plan, and any other references to the library therein, including any sections identifying planned library construction. Include the section on Public Library Services and the Implementation Program that includes Public Library Services and note the date of publication for the plan. Do not include the entire plan.
- H. Deed or Lease (Question 17)
- I. Library Building Program (Question 19)
Required if not previously submitted to OLIS.
- J. Sustainable Building (Question 22)
Explain what sustainable ("green") building strategies will be included in the building design, including LEED certification, if applicable. If none, attach Appendix J stating that no sustainable/energy efficient building strategies will be used.
- K. Project Cost Worksheet (Question 23)
- L. Independent Cost Estimate (Question 23)
- M. Project Funding Worksheet (Question 24)
Include documentation of funding.