

**Keystone Recreation, Park and Conservation Fund  
Keystone Grant for Public Library Facilities  
Application  
2016**

## **APPLICATION INSTRUCTIONS**

Please read the following instructions before completing the 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 submitted electronically.

**Project application 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 [32 P.S. § 2013] for a definition of municipality and 22 PA Code § 142.4 for information regarding eligibility. Municipal applicants may submit Keystone Grant 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. Also, please supply a daytime phone number for the contact.

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 U.S. congressional district number.

**Project cost** – Grant request should be the total amount requested from PDE’s Office of Commonwealth Libraries, not the total of the project. Matching funds may include in-kind contributions and some expenses incurred prior to the grant. Please see the program regulations for information about allowable matching funds. Keystone Grants require dollar-for-dollar matching funds. Total project cost (example: \$100,000) 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 review**– A review from the Pennsylvania Historical and Museum Commission (PHMC) is required for all projects funded by the Keystone grant program. A copy of the PHMC form can be found in the Appendix B. The review letter from PHMC must accompany the grant application.

**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 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 (See 22 PA Code §§ 142.6 – 142.9).

**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. Since this section addresses how the project will strengthen library service, the librarian should complete this section.

**Attachments** – All attachments requested must be included with each copy of the application that is submitted.

**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** – Letters of support from at least one state legislator, the district consultant, the library director, the system administrator (if a system member) and a board member or trustee of the library are required and must be included as Attachment C.

Additional letters of community support may be added as part of 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 (last page of the application).

**Due date** – Submit the original and three (3) complete copies of the application, postmarked on or before **October 7, 2016**.

**Application mailing address:**

Pennsylvania Department of Education  
Office of Commonwealth Libraries  
607 South Drive  
221 Forum Building  
Attention: KEYSTONE  
Harrisburg, PA 17120-0600

**2016  
Keystone Recreation, Park and Conservation Fund  
Keystone Grant Application**

**Project Type (check only one)**

Planning                       Acquisition

Development                       Rehabilitation

<b>MUNICIPAL APPLICANT</b>		<b>LIBRARY APPLICANT</b>	
Name		Name	
Address		Address	
City	Zip + 4	City	Zip + 4
Contact Person:		Contact Person:	
Title:		Title:	
Phone:		Phone:	
FAX:		FAX:	
Email:		Email:	
Municipal Identification Numbers Federal ID #: State Vendor ID #:		District Center:  Library Service Area Population:	
<b>Library Facility to Benefit From the Grant</b> Name:  Current Address:  Library's PA Senatorial District Number: Senator's Name:  Library's PA Representative District Number: Representative's Name:  US Congressional District:		<b>Project Cost</b>  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:			
<b>Project Summary (Briefly summarize the project)</b>          			

**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 if appropriate.

**Project Budget**

**A. ESTIMATED EXPENDITURES (Attach all estimates as described in the instructions for Attachment G)**

Clearly identify the total estimated cost of the entire project, including both grant and local funds. Include documentation as to how estimates were calculated.

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

**B. REVENUE (Attach all documentation as described in the instructions for Attachment D)**

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

<b><u>SOURCE OF FUNDS</u></b>	<b><u>\$ AMOUNT</u></b>
Requested Keystone Grant	_____
Cash on Hand	_____
Other Funds (explain below)	_____
_____	_____
_____	_____
<b>TOTAL</b>	_____

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. Explain any economic conditions that are creating financial distress in the local community.

## **Attachments**

Submit the following applicable 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 review. PHMC may request additional information for the review.

### **Attachment C - Letters of Support**

Submit a letter of support from at least one state legislator, the district consultant, the library director, the System Administrator (if a system member) and a board member or Trustee of the library. Also attach any additional letters of support.

### **Attachment D - Documentation of Local Matching Funds**

**Provide documented evidence**--photocopies of bank statements, or confirmation of funds from financial institutions, that the local share is in hand. The application must show sufficient funds to match the grant, dollar-for-dollar. The applicant must also demonstrate that local match plus the grant is sufficient to complete the project. In some cases this will indicate the local match exceeds the amount of the grant. Estimated capital campaign income and pledges of financial support will not be considered as part of the documentation.

Projects with total costs of \$200,000 or more, may not submit a line of credit in excess of 50 percent of the total project match.

A copy of the library's latest year-end treasurer's report or financial statement must also be included.

### **Attachment E - Anticipated Yearly Budget**

Provide a copy of the library's budget for the last fiscal year (income and expenses) as well as an anticipated yearly budget to show how income and expenses will be impacted by the project in the year following completion of the project.

Any rent or mortgages paid by the library must be clearly identified.

Some examples of future line items that may be impacted are: personnel, utilities, insurance, and routine maintenance fees and expenses. Include any mortgage or line of credit payments. New sources of income should also be listed. Remember that investment income will be impacted if investment funds are used for the project. A short narrative may accompany this attachment if needed for clarification.

## **Attachment F - Deed or Deed/Lease**

If the library owns the property

- Attach a copy of the deed or other documentation to show the library owns the land upon which the building is to be constructed and/or owns the building that is to be renovated or rehabilitated.

If the municipality owns the property

- Attach a copy of the deed or other documentation to show the municipality owns the land upon which the building is to be constructed and/or owns the building that is to be renovated or rehabilitated.
- Attach a copy of the municipal 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.

If a library authority owns the property

- Attach a copy of the deed or other documentation to show the authority owns the land upon which the building is to be constructed and/or owns the building that is to be renovated or rehabilitated.
- Attach a copy of a resolution or ordinance, signed by all governing bodies of the authority 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.

If the library or municipality has other interest in the property

- These arrangements will be looked at on a case-by-case basis. Please contact the Keystone advisor at Commonwealth Libraries to ensure that the necessary paperwork is submitted for your particular situation.

In the case of a lease agreement, provide:

- A copy of the lessor's deed.
- Documentation that is sufficient to show that the library shall have interest in the site, 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. Such an agreement with the lessor should be made with the library or with the sponsoring municipality.
- A copy of a municipal 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 if such a lease agreement is made with the sponsoring municipality and not the library.

## **Attachment G - Project Cost Estimate**

Submit a cost estimate for completing the project detailed in the application.

New construction projects and renovation projects, with initial estimated project totals of \$400,000 or more must provide a written estimate from a professional estimator. This estimator should not be the project architect or design team.

New construction projects and renovation projects, with project totals under \$400,000, should include a written estimate for each major item or each of the construction trades that will be involved with the project. These estimates may come from contractors experienced in those trades. If many trades are involved, a written estimate with construction breakdown may be provided by one contractor with familiarity in those trades.

All estimates should be on the letterhead of the estimator and should provide the date of the estimate with a statement that the estimate takes into consideration that the project might not begin until 2017 and that prevailing wage will apply if the total project is more than \$25,000.

#### **Attachment H - Design Plan**

For new construction, expansion of existing structure, or extensive structural renovations a preliminary or schematic design plan for the project including front, rear and side elevations and floor plans for the area to be constructed, renovated or rehabilitated must be provided.

Site plans should include property lines, adjacent streets, parking areas and sidewalks. Clearly delineate between existing and new construction for renovation/rehabilitation projects. An architect, registered to practice in Pennsylvania, should provide these drawings using standard architectural scales, preferably ¼" = 1' or 1:48. When appropriate, a licensed professional engineer registered to practice in Pennsylvania, may prepare designs for some mechanical systems.

For some non-routine maintenance projects, a list of specifications prepared by an engineer may be substituted for design drawings.

#### **Attachment I - Zoning Approval (If applicable)**

Provide a copy of zoning approval and certification that states that:

- The proposed acquisition, construction or renovation complies with local zoning ordinances.
- The proposed project is in compliance with Act 2000 – 68, a land use amendment to the Pennsylvania Municipalities Planning Code.

#### **Attachment J - Environmental Impact (If applicable)**

Attach a statement of environmental impact on agency letterhead with the name and signature of the person making the statement. This is required even if there will be no impact. A registered engineer's assessment is necessary for all new construction projects.

#### **Attachment K - Flood Hazard (If applicable)**

Provide a narrative evaluation of flood hazard potential to the site. This evaluation may come from the U.S. Army Corps of Engineers. Include a copy of the FIA Flood Hazard Boundary Map prepared by the Department of Housing and Urban Development, Federal Insurance Administration, indicating the location of the library site on the map.

#### **Attachment L - Appraisal (If applicable)**

If project includes acquisition of land or building, provide a third-party appraisal.

## 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 90 days of contract approval and complete work within 18 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 comply with local zoning ordinances and be in compliance with Act 2000 – 68, a land use amendment to the Pennsylvania Municipalities Planning Code.
18. Will comply with all environmental protections laws and will assure that no adverse environmental impact will occur as a result of this project.

## Authorizing Signatures

### **For the Municipality (required):**

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Signature of Authorized Certifying Municipal Official	Title
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Typed or Printed Name

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Official Name of Municipality	Date Signed
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### **For the Library (required):**

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Signature of Certifying Library Board Official	Title
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Typed or Printed Name

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Official Name of the Library	Date Signed
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### **For School District (only if applicable):**

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Signature of Certifying School District Official	Title
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Typed or Printed Name

# APPENDIX A

## Program Regulations Keystone Recreation, Park and Conservation Fund

### Title 22

#### CHAPTER 142: GRANTS FOR PUBLIC LIBRARY FACILITIES

## Title 22

### CHAPTER 142. GRANTS FOR PUBLIC LIBRARY FACILITIES

Sec.

- 142.1. [Definitions.](#)
- 142.2. [Long-range plan.](#)
- 142.3. [Eligible project costs.](#)
- 142.4. [Eligible grantees.](#)
- 142.5. [Funding guidelines.](#)
- 142.6. [Eligible matching funds.](#)
- 142.7. [Third-party in-kind contributions and third-party costs.](#)
- 142.8. [Valuation of donated services.](#)
- 142.9. [Valuation of donated equipment, buildings and land.](#)
- 142.10. [Title to site.](#)
- 142.11. [Beginning the grant project.](#)
- 142.12. [Completing the grant project.](#)
- 142.13. [Supervision and inspection by the municipality.](#)
- 142.14. [Operation and maintenance of facility.](#)

#### Authority

The provisions of this Chapter 142 issued under section 8(a) of the Keystone Recreation, Park and Conservation Fund Act (32 P. S. § 2018(a)); and section 201(15) of The Library Code (24 P. S. § 4201(15)), unless otherwise noted.

#### Source

The provisions of this Chapter 142 adopted December 13, 1996, effective December 14, 1996, 26 Pa.B. 5951, unless otherwise noted.

#### § 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 expenditure of funds, including expenditures of Commonwealth agencies for personnel and other operating costs necessary to accomplish the purposes 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*—A 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 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 this 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 moneys.

(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 ongoing 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 other 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 that portion of the facility to be used as a public library.

### **§ 142.4. Eligible grantees.**

(a) A municipality that intends to plan, acquire, 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 may 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 one or more of 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 like 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 minor civil divisions, as determined annually by the Department of Labor and Industry.

### **Cross References**

This section cited in 22 Pa. Code § 142.6 (relating to eligible matching funds).

### **§ 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 in § 142.5(d) (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, if the 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, if the 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 shall 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 the following:

(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 (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 when, 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.

#### **Cross References**

This section cited in 22 Pa. Code § 142.6 (relating to eligible matching funds).

#### **§ 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) applies.

#### **Cross References**

This section cited in 22 Pa. Code § 142.6 (relating to eligible matching funds).

#### **§ 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) If 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.

### **Cross References**

This section cited in 22 Pa. Code § 142.6 (relating to eligible matching funds).

#### **§ 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) If 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 may not dispose of nor at any time convert property acquired with the grant to other than the purposes approved in the project application without the prior written approval of the Commissioner of Libraries, the State Librarian. If disposition or conversion occurs without prior written approval, the State Librarian may require:

(1) 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) 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 drawings and specifications.

#### **§ 142.12. Completing the grant project.**

(a) The sponsoring 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 the 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.

*(Retrieved from <http://www.pacode.com/secure/data/022/chapter142/chap142toc.html>  
4/5/12 2012)*

# APPENDIX B

Pennsylvania Historical & Museum  
Commission

Project Review Form



# PROJECT REVIEW FORM

## Request to Initiate SHPO Consultation on State and Federal Undertakings

<b>SHPO USE ONLY</b>
DATE RECEIVED:
ER NUMBER:

REV: 10/2014

### SECTION A: PROJECT NAME & LOCATION

Is this a new submittal?	YES	NO	OR	This is additional information for ER Number:	
Project Name	County		Municipality		
Project Address	City/State/ Zip				

### SECTION B: CONTACT INFORMATION & MAILING ADDRESS

Name	Phone
Company	Fax
Street/PO Box	Email
City/State/Zip	

### SECTION C: PROJECT DESCRIPTION

This project is located on: (check all that apply)	Federal property	State property	Municipal property	Private property
List all federal and state agencies and programs providing funds, permits, licenses.	Agency Type	Agency/Program/Permit Name	Project/Permit/Tracking Number (if applicable)	

### Proposed Work – Attach project description, scope of work, site plans, and/or drawings

Project includes (check all that apply):	Construction	Demolition	Rehabilitation	Disposition
Total acres of project area:	Total acres of earth disturbance:			
Are there any buildings or structures within the project area?	Yes	No	Approximate age of buildings:	
Does this project involve properties listed in or eligible for the National Register of Historic Places, or designated as historic by a local government?	Yes	No	Unsure	Name of historic property or historic districts

<b>Please print and mail completed form and all attachments to:</b>  PHMC State Historic Preservation Office 400 North St. Commonwealth Keystone Building, 2 <sup>nd</sup> Floor Harrisburg, PA 17120-0093	<b>Attachments – Please include the following information with this form</b>			
		Map – 7.5' USGS quad showing project boundary and Area of Potential Effect		
		Description/Scope – Describe the project, including any ground disturbance and previous land use		
		Site Plans/Drawings – Indicate the location and age, if known, of all buildings in the project area		
	Photographs – Attach prints or digital photographs showing the project site, including images of all buildings and structures keyed to a site plan			

<b>SHPO DETERMINATION (SHPO USE ONLY)</b>	
<input type="checkbox"/> There are <b>NO HISTORIC PROPERTIES</b> in the Area of Potential Effect  <input type="checkbox"/> The project will have <b>NO EFFECT</b> on historic properties  <input type="checkbox"/> The project will have <b>NO ADVERSE EFFECTS</b> on historic properties:	<input type="checkbox"/> The project will have <b>NO ADVERSE EFFECTS WITH CONDITIONS</b> (see attached)  <input type="checkbox"/> <b>SHPO REQUESTS ADDITIONAL INFORMATION</b> (see attached)
SHPO REVIEWER: _____ DATE: _____	