

# **Keystone Recreation, Park and Conservation Fund**

## **Keystone Grant for Public Library Facilities**

### **General Guidelines and Letter of Intent Form**

**May 2016**



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

333 Market Street  
Harrisburg, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)



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

**KEYSTONE GRANT 2016**

The Pennsylvania Department of Education's (PDE) Office of Commonwealth Libraries is accepting applications from eligible applicants for grants to improve the physical facilities of state-aided public libraries.

Funds will be made available for grants up to \$500,000. There is no minimum amount. Grant amounts are limited to not more than 50 percent of the total project. Grants will be awarded on a competitive basis by PDE which will be guided by the applicant's needs assessment, funding priorities and grant award criteria. Grant payments will be made on a reimbursement basis.

**Letter of Intent Deadline: Postmarked on or before May 31, 2016  
Application Deadline: Postmarked on or before October 7, 2016**

**SOURCE OF GRANT FUNDS**

State grants for library facilities are available through the Keystone Recreation, Park and Conservation Fund and are administered by PDE.

**MATCHING REQUIREMENTS**

Keystone 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 (22 Pa Code § Chapter 124 - Grants for Public Library Facilities) in Appendix A for additional information concerning matching funds.

**ELIGIBLE APPLICANTS**

Joint grant applications are required. The sponsoring municipality and the board of the state-aided public library must submit an original and three (3) copies of the application developed cooperatively by both entities and signed by their governing bodies.

### **Sponsoring Municipality**

Keystone 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 fore-going units of government under the laws of this Commonwealth (22 Pa Code § 142.1).” PDE 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 that 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 apply for a Keystone Grant, 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. 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 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 PROJECT TYPES**

- **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.
- **Acquisition** – The purchase or lease with an option to purchase land or buildings for public library use.
- **Development** – New construction, improvement, alteration or renovation required for and compatible with the physical development, improvement of land or buildings for public library purposes.
- **Rehabilitation** – The improvement or restoration, excluding routine maintenance, of existing public library facilities.

**Eligible Project Examples:**

- New building or expansion project of existing structure;
- Projects to make public library facilities accessible to persons with disabilities, such as Americans with Disabilities Act (ADA) accessible doors;
- 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. These projects may include: weatherization, roof repair, replacement doors, HVAC upgrades, gutter/downspouts, replacement windows, parking lots (if based on safety or accessibility), or lighting;
- Remodeling/renovation of existing buildings to demonstrably improve library service to the general public; and/or
- Projects that support energy efficiency, including installation of efficient heating and air conditioning, window replacement, lighting upgrades, and other green building technologies or upgrades.

**Ineligible Project Costs:**

- Operating costs of a public library, including costs of purchasing books or other library materials, personnel costs and costs of routine maintenance.
- 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;
- 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.
- Renovation and/or expansion of parking lots, storage area, and staff work flow modifications; and/or
- Equipment or furniture.

**GRANT PROGRAM CRITERIA**

The following criteria will be used to judge grant applications:

**Priority**

The project meets one or more of the following priorities of the grant program:

- Energy efficient projects;
- ADA requirements;
- Non-routine maintenance, mechanical system upgrades and interior renovations;
- New building construction, additions or remodeling/renovation, which provide additional space and/or demonstrably improve library service to the general public;
- The public library serves an area with a high unemployment rate, low personal income or low property value and meets the eligibility requirements for Equalization Aid by serving the most economically distressed communities in the state;
- The library has not received a Keystone Grant in the last five years;

- The library is located in a geographical area which has previously not received a Keystone Grant; and/or
- The library has demonstrated good library/municipal communication and grant management, including timely reports on past Keystone Grant projects.

### **Impact**

- The project improves the direct service to library users.

### **Budget**

- The total cost of the project is reasonable in relation to the anticipated results.

### **Need**

- The applicant demonstrates need for the project based on the library's goals and an analysis of the community's needs for and use of the library.
- The applicant can demonstrate that the project cannot be realized without the Keystone Grant.

### **Readiness**

- The local matching and grant funds will be sufficient to complete the proposed project within a reasonable time frame, normally 18 months or less, with good cause shown for projects expected to take longer.
- The application demonstrates the applicant's readiness to proceed with project.

### **Project Planning**

- Adequate planning for the project is demonstrated, including an indication that the library board, system board (if a system member library), library director, district consultant librarian and, if appropriate, an architect and library building consultant have been involved.
- The building plan reflects good library practices, facilitate public service and include the capability of using advanced information technology.

## **APPLICATION PROCEDURES**

### **Letter of Intent**

The first step in the application process is a ***Letter of Intent***, which is required for all applicants. The ***Letter of Intent*** form is included in the appendices and must be completed and sent to the address indicated on the form and postmarked on or before **May 31, 2016**.

- The ***Letter of Intent*** is non-binding, and the municipality is under no obligation to complete an application.
- PDE will issue an ***Invitation to Proceed*** letter based on eligibility of the project and proper completion of the ***Letter of Intent*** form. Not all municipalities submitting a ***Letter of Intent*** form will receive an invitation to complete a full application.

- The municipality may submit an application after receiving the ***Invitation to Proceed***.
- Receipt of an ***Invitation to Proceed*** does not imply that the project will be funded.

### **Application**

After the ***Invitation to Proceed*** letter is received by the municipality, an application may be submitted by the municipality on behalf of the library.

The application packet includes the application form, instructions and detail about the required attachments, as well as appendices with the program regulations (22 Pa Code § 142.1 through 142.14) and the ***Pennsylvania Historic and Museum Commission (PHMC) Review Form***.

When assembling the application for submission, do not bind the application or submit it in a three-ring binder.

Submit an original and three (3) copies of the application. In order to be considered for review, the application package must be postmarked by **October 7, 2016**.

### **Application Mailing Address**

#### **First Class Mail:**

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

### **Review of Applications**

Applications will be reviewed and ranked by PDE's staff and a team of reviewers. Reviewers will judge applications according to the criteria outlined above and will score the application using a pre-established scoring rubric.

### **Post-Award Procedures**

Applicants will be notified of the review outcome by mail.

### **Contract**

Applications, as approved, become part of a written contract between PDE's 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 PDE's 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 order to speed up the grant process, bid specifications may be submitted with the application or any time thereafter. Bid specifications must be approved by PDE's 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 a sign at the project site 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**

All reporting documentation will be made available to both the municipality and the library. The fully executed contract will be sent to the municipality only.

All grant recipients are required to submit a **Quarterly Report** beginning with the first full quarter after the fully executed date of the contract. The number of **Quarterly Reports** due will be dependent on the length of the project. For example **Quarterly Reports** may be due: July, 2017; October, 2017; January, 2018; April, 2018; July, 2018 and October, 2018.

When the project expenditures have reached the reimbursable amount shown on the commonwealth's **General Invoice**, the grantee may submit a request for payment.

Once the project is completed and all invoices and reimbursements have been received, a **Final Financial Summary** will be filed by the municipality. A **Final Financial Summary** must be submitted within 90 days of the project completion. Any late invoices not submitted with previously submitted forms must accompany the **Final Financial Summary**, which is a reconciliation of the project. The amount of Keystone Grant funds requested for reimbursement may not exceed 50 percent of the total cost of the project. Any grant funds exceeding 50 percent of the final total cost of the project must be returned to the commonwealth.

**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, PDE reserves the right to audit the provision of services and the expenditure of funds. The grantee will provide the auditor selected by PDE with full and complete access to all records related to, and all persons and employees involved in, the performance of the contract.

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

**Letter of Intent  
2016**

All municipalities that have an interest in competing for the Keystone Recreation, Park and Conservation Fund Grant Program for Public Library Facilities should submit the signed form to: Pennsylvania Department of Education, Office of Commonwealth Libraries, 607 South Drive, 221 Forum Building, Attention: KEYSTONE Harrisburg, PA 17120-0600, (postmarked on or before **May 31, 2016**). Send any questions to RA-keystone@pa.gov.

**Name of Municipality:**

**Name of Public Library:**

**Type of Project:**

- Planning
- Acquisition
- Development
- Rehabilitation

**Description of the proposed project:**

**Total Cost of Project:**

**Amount of grant request (Not to exceed 50 percent of Total Cost of Project):**

By signing below, the municipality, public library, and system (if applicable) certify that:

- The municipality is eligible to apply for a Keystone Grant on behalf of a public library.
- The library receives state aid and provides library services to the municipality applying for the grant.
- The project meets the eligibility criteria.
- The library/municipality has sufficient eligible funds to meet the 50 percent matching requirement of the grant.
- The municipality, public library, District Consultant Librarian, and the Board of Directors/ Trustees of the library are aware of the intention of submitting an application and, if the library is part of a system, the Library System Board has approved the project.

**Municipality Contact**

Name:

Title:

Address:

Email:

\_\_\_\_\_  
Signature Date

**Library Contact**

Name:

Title:

Address:

Email:

\_\_\_\_\_  
Signature Date

**System Administrator / Board Official Contact**

Name:

Title:

Address:

Email:

\_\_\_\_\_  
Signature Date