



Keystone Grant for Public Library Facilities Application

Application Instructions

Please read the following instructions before completing the application form.

You may complete and reproduce these forms using word processing software, but be certain to include all information requested by the form. Applications must be submitted with attachments and must be accompanied by signed copies of state assurances. Due to signature requirements the form may not be submitted electronically.

1. **Project type and Priorities** – Check the PROJECT TYPE for which the application is submitted, and any Keystone PRIORITIES the project addresses.
2. **Municipal applicant** – The municipal applicant is the municipality supporting 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.
3. **Contact addresses and email** – The contact persons should be the individual in the municipal office and in the library who are most knowledgeable about the application and available for questions and discussions about the grant. Please supply daytime phone numbers for the contacts. 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. Notify us at ra-keystone@pa.gov in the event any contact information changes during the application and grant period.
4. **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.

5. **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.
6. **Project cost** – Grant requested is the total amount requested from PDE’s Office of Commonwealth Libraries, not the total of the project. Matching funds must equal or exceed the grant request, and may include in-kind contributions and some expenses incurred prior to the grant. See program regulations for information about allowable matching funds. Keystone Grants must be matched dollar-for-dollar with available funds. Total project cost is the sum of the grant request plus the demonstrated matching funds available to complete the project.
7. **Project summary** – Please provide a brief description of the project rather than a lengthy justification in this space. This section will describe your project as a quick reference and should define all parts of the project.
8. **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 is found in Appendix B. The review letter from PHMC must accompany the grant application, so please submit the form to PHMC as soon as possible.
9. **Project description** – This section requires both a narrative and a timeline. The narrative should 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. Details and specifications used to obtain an estimate for the project should be used when possible. (For example: Two 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. Also 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.
10. **Budget** – Although the proposed budget is understood to be an estimate, make budget projections carefully. Project costs and budgets are seriously 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 to fund the complete 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).

11. **Project need** – Need for the project should be stated in terms of library users wherever possible. The writer should explain how the project meets a priority and should describe planning that has taken place with the library board and staff, and other appropriate personnel and stakeholders. 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.
12. **Attachments** – All attachments requested must be included with each copy of the application that is submitted. Though attachments I and J may not be applicable to all projects, an official statement from an appropriate municipal authority must be provided for each attachment that is not provided. Attachment L is required only when the project involves the purchase of land and/or a building.
13. **Photos** – Photos should be included in Attachment A. Include captions and clear explanations to describe the content of the photos. The application package should include good quality prints with the original; for the additional three copies of the application to be submitted, duplicates of lesser quality are acceptable.
14. **Letters of support** – Letters of support are required from at least one state legislator, the district consultant, the system administrator (if library is a system member), the library director, and a board member or trustee of the library. Additional letters of community support may be added, but are not required. All required letters are to be included in this attachment and should not be mailed directly to OCL.
15. **Assurances** – All grant applications must be accompanied by signed assurances. The signature page (last page of application) must be signed by the authorized certifying official from both the municipality and the library.
16. **Due date** – Submit **5 copies** of the application (1 marked **original** and 4 complete copies), postmarked on or before May 15, 2020 to:

Pennsylvania Department of Education
Office of Commonwealth Libraries
Attention: KEYSTONE
333 Market Street
Harrisburg, PA 17126

Original applications must be submitted. Applications may not be submitted electronically.

2020
Keystone Recreation, Park, and Conservation Fund
Keystone Grant for Public Library Facilities Application

Municipal Applicant

Name:

Mailing Address:

Contact Person:

Title:

Phone:

Fax:

Email Address:

Library Applicant

Name:

Mailing Address:

Contact Person:

Title:

Phone:

Fax:

Email Address:

District Center:

Library Service Area Population:

Library Facility to Benefit from the Grant

Name:

Current Address:

Library's PA Senatorial District Number:

Senator's Name:

Library's PA Representative District Number:

Representative's Name:

Project Type (Check only one)

Planning

Development

Acquisition

Rehabilitation

Keystone Priorities (Check all that apply)

ADA

Non-Routine Maintenance

New Construction

Renovation

Energy Efficiency

Municipal Identification Numbers

Federal ID #:

State Vendor ID #:

Project Cost

Grant Requested \$

Matching Fund \$

Total Project Cost \$

Has this library received a prior Keystone Grant? Yes No

Is the deed holder aware of this grant application? Yes No

Name of deed holder:

Project Summary (Brief description of the project)

Detailed Project Description

Explain the entire project in detail. Include specification of materials, equipment, or items to be purchased to complete the project. Detailed documentation used to obtain estimates should be used as part of the description. Include a thorough **timeline** and work plan for the project including the number of months required to complete the project. You may provide photos of existing condition, if appropriate, in Attachment A.

Project Budget

A. Estimated Expenditures

(Attach all estimates as described in the instructions for Attachment C)

- Clearly identify the total estimated cost of the entire project.
- Documentation must show how estimates were calculated.

Categories	Dollar Amount
Professional Fees	
Equipment Costs	
Material Costs	
Other	
Total Project Cost	

B. Revenue

(Attach all documentation as described in the instructions for Attachment D)

- PROJECT column lists all sources of revenue which will fund the project.
- MATCHING column specifies what part of the PROJECT column will be used toward matching.
- Total match should equal the requested Keystone Grant amount.
- For projects \$200,000 and over, a line of credit may not exceed 50% of matching funds.
- Documentation must demonstrate all funding sources.

Source of Fund	Project	Matching
Requested Keystone Grant		
Cash on Hand		
Other Funds (explain below)		
Total Project Cost		
Total Matching		

Total Project Cost in section A and B must be equal.

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, library users, and the community. Explain any economic conditions that are creating financial distress in the local community.

Attachments

Submit all of the following attachments as indicated to all copies of the application.

Attachment A - Photos

Submit clearly labeled photos to support the description of the project.

Attachment B - Design Plan

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

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 $\frac{1}{4}'' = 1'$ 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.

It is not required to reproduce oversize architectural drawings and site plans for each application. One copy of these may be submitted with the original application.

Attachment C - Project Cost Estimate

Submit a detailed cost estimate for completing the project described 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 2021 and that prevailing wage will apply if the project total is more than \$25,000.

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 at the time of the application. The application must show sufficient funds to match the grant, dollar-for-dollar. The applicant must demonstrate that local match plus the grant is sufficient to complete the project. In some cases, 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 match.

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 - Letters of Support

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

Attachment G - 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. Submit this request early to allow sufficient time for the bureau to respond to your request for this review. PHMC may request additional information for the review.

Attachment H - 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; and
- 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; and
- 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; and
- 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 I - Zoning Approval

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

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

Attachment J - Environmental Impact

Attach a statement of environmental impact on agency letterhead with the name and signature of the person making the statement. A registered engineer's assessment is necessary for all new construction projects.

Attachment K - Flood Hazard

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.

Attachment M – Authorizing Resolution and Signing Authority

Attach a copy of the official act, resolution, motion or similar action adopted or passed by the governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person(s) 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 (see State Assurances (2)). If this act does not identify the primary person who will have authority to sign all documents relating to the grant award, an additional act or other supporting documentation must provide this information.

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, Office of 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, Office of 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):

Signature of Authorized Certifying Municipal Official

Title

Type or Printed Name

Official Name of municipality

Date Signed

For the Library (required):

Signature of Certifying Library Board Official

Title

Typed or Printed Name

Official Name of the Library

Date Signed

For School District (only if applicable):

Signature of Certifying School District Official

Title

Typed or Printed Name

Official Name of the School District

Date Signed