

**ILLINOIS STATE LIBRARY
FY2008 SPRING LIVE AND LEARN CONSTRUCTION GRANT PROGRAM**

PROGRAM OVERVIEW

This grant program assists public libraries with construction costs in their facilities. Local money except for mini-grants will be matched by State grants based on the grant categories. Priority will be given to public libraries that have not received a Live and Learn Construction Grant Program grant since July 1, 2004, in the following categories:

- **Remodeling for Accessibility** **Grant award range: \$2,500 - \$50,000**
Projects where 70% – 100% of total project funds are to be used specifically for remodeling an existing building for compliance with the Americans With Disabilities Act (ADA). The State's share shall be 50% of the project's total cost, for a maximum of \$50,000.

- **Mini-grants (see Eligibility Requirements)** **Grant award range: \$2,500 - \$25,000**
These projects include new carpeting and floor coverings, new furnishings (**shelving excluded**), remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors and windows, fire protection, book drops, circulation desks, parking lot, security systems and technology wiring and interior or exterior painting. Libraries receiving mini-grants must address legal requirements for making the building ADA compliant. No local match is required.

- **New construction, additions to and/or remodeling of existing buildings, conversion of buildings not currently used for library services** **Grant award range: \$25,000 - \$125,000**
The State's share shall be a maximum of 50% of the project's total cost, for a maximum of \$125,000.

ELIGIBILITY REQUIREMENTS

- Public libraries that are full members of a regional library system and permits intersystem reciprocal borrowing.
- Priority will be given to public libraries that have not received a Live and Learn Construction Grant since July 1, 2004.
- Mini-grants are defined as projects to enable public libraries with limited funds to remodel or refurbish the library. Public libraries must meet the following criteria to apply for a Mini-grant: Public libraries with limited funds refers to public libraries which would have received an income of less than \$12 per capita in the preceding fiscal year by using a formula whereby the library's equalized assessed valuation is multiplied by .13% and divided by the population of the library's service area. (*Question 13, line C of the FY07 Illinois Public Library Per Capita and Equalization Aid application*).

DOCUMENTATION –Proposals must be complete and include all of the following components if applicable. Incomplete proposals will not be considered for funding.

- Letter of Intent: Libraries seeking construction grants must submit a Letter of Intent by Friday, February 15, 2008.
http://www.cyberdriveillinois.com/departments/library/what_we_do/pdfs/construction2008_letterofintent.pdf
- Application Cover Sheet: When acknowledging the Letter of Intent, the Illinois State Library will provide the applying library an electronic copy of the cover sheet that the applying library will attach to the application form. Please update the cover sheet if changes are necessary.
- Application: Must be legibly postmarked no later than or hand delivered to the Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL, Room 410, no later than 4:30 p.m. on Friday, April 11, 2008.
- Application form with verification of local matching funds attached. (12 collated copies)
- Floor Plan, Site Plan and Elevations as applicable. An Illinois licensed architect is required for all construction projects over \$25,000. (1 set of full-size preliminary architectural drawings, and 12 copies reduced to 11" x 17")

- Locator Map (8½" x 11") (12 copies)
- Vicinity map (8½" x 11") (12 copies)
- Outline Specifications of the work to be done. (12 copies)
- Library Building Program completed within the last two years. A Library Building Program describes space requirements, design and other general building considerations required to support the services offered in a public library building. (12 copies)
- Subsurface soil analysis by soil engineer when enlarging an existing building or constructing a new building. (1 copy)
- Deed of ownership or proof of long-term (20 years) occupancy (lease or similar document). (1 copy)
- Sign-off letter from the Illinois Historic Preservation Agency. Contact IHPA, Old State Capitol, Springfield, IL 62701 (217-785-5027). (1 copy)
- Library Building Consultant Sign-off Letter. All construction projects over \$150,000 are required to have a Library Building Consultant. A library building consultant refers to an individual, chosen by the applicant library, with a Master's degree in library science from a library school accredited by the American Library Association with prior experience in at least one library construction project. An architect licensed to practice in Illinois or a structural or other type of engineer, depending on the scope of work, licensed to practice in Illinois, with prior experience in at least one library construction project, may also be a library building consultant. The architect or engineer may be retained for other services by the applicant library.
- Special Flood Hazard Area Statement. Obtain an assurance letter from the Illinois Department of Natural Resources/Office of Water Resources (IDNR/OWR) stating that the project site is not located in a Special Flood Hazard Area. If the project site is located within a Special Flood Hazard Area, the applicant shall submit an assurance letter from IDNR/OWR stating that the project meets the flood protection standards of the State Floodplain Regulations and the National Flood Insurance Program as required in Executive Order Number IV (1979). (Contact Flood Insurance Program Coordinator, Illinois Department of Natural Resources/Office of Water Resources, One Natural Resources Way, 2nd Floor, Springfield, IL 62702-1271 (217-782-3863). This letter is not required for mini-grants or accessibility projects. (1 copy)
- Site assessment by licensed environmental/hazardous materials consultant to determine the existence of asbestos and/or lead paint, if applicable. (1 copy)
- Letter of acknowledgement from the regional library system director. (1 copy)
- ADA Self-Evaluation: Accessibility, new construction and remodeling projects shall attach a copy of their most recently completed Americans with Disabilities Act (ADA) Self-Evaluation form. (1 copy)

PLEASE NOTE

- Applicants are strongly encouraged to work with their regional library system during the construction planning, grant application and construction phases.
- Please be advised, the Illinois State Library does not make recommendations for contractors, engineers, architects or building consultants. Applicants should contact their regional library system or other libraries that have been involved with construction projects.
- **Proposals must be complete and include all of the required components. Incomplete proposals will not be considered for funding.**