

**ILLINOIS STATE LIBRARY
FY2010 LIVE AND LEARN CONSTRUCTION GRANT PROGRAM**

GRANT TIMELINE

- **October 29, 2009** **Grant Workshop-Metropolitan Library System-Burr Ridge**
- **November 2, 2009** **Statement of Interest due**
- **November 4, 2009** **Grant Workshop-Lewis & Clark Library System**
- **November 5, 2009** **Grant Workshop-Illinois State Library**
- **January 15, 2010** **Completed grant application due**
- **February 2010** **Grant applications reviewed**
- **March 2010** **Grant awards announced**

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 since July 1, 2006, 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, security systems, 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/Remodeling** **Grant award range: \$25,000 - \$125,000**
These projects involve new construction, additions to and/or remodeling of existing buildings, or the conversion of buildings not currently used for library services. The State's share shall be a maximum of 50% of the project's total cost, for a maximum of \$125,000.

ELIGIBILITY REQUIREMENTS

- A public library that is a full member of a regional library system, permits intersystem reciprocal borrowing, and meets the eligibility criteria to qualify for an Illinois Public Library Per Capita and Equalization Aid Grant and has submitted an application in the current fiscal year.
- Priority will be given to public libraries that have not received a Live and Learn Construction Grant since July 1, 2006.
- 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 14; line C of the FY10 Illinois Public Library Per Capita and Equalization Aid application*)
- ✓ **Statement of Interest:** Libraries seeking Live and Learn Construction Grants must submit via email a Statement of Interest to Susan Goodman at sgoodman@ilsos.net **by November 2, 2009**. The Statement of Interest shall include: **1)** the applying agency name, **2)** the type of construction grant for which the agency is applying, and **3)** the estimated amount of the grant request.

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

- Application: Must be legibly postmarked no later than **January 15, 2010**, or hand delivered to the Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Room 410, Springfield, IL, 62701, no later than 4:30 p.m. on January 15, 2010.
- Application form with verification of local matching funds attached *(1 original and 12 collated copies)*.
- Floor Plan, Site Plan and Elevations as applicable. An Illinois licensed architect or engineer is required for all construction projects \$75,000 or more *(1 set of full-size preliminary architectural drawings, and 12 copies reduced to 11" x 17")*.
- Locator Map: An 8 1/2" x 11" map of Illinois indicating the location of the library in the state *(1 original and 12 copies)*.
- Vicinity Map: A detailed 8 1/2" x 11" map indicating the street location of the library and its relation to the surrounding area and community *(1 original and 12 copies)*.
- Outline specifications of the work to be done *(1 original and 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. For projects over \$150,000, a library building consultant must work with the library in developing the building program *(1 original and 12 copies – not required for Mini-Grants or projects under \$150,000)*.
- Subsurface soil analysis by a soil engineer when enlarging an existing building, constructing a new building, or when the project involves evacuation of soil *(1 copy – only required for new construction, additions, or projects involving the evacuation of soil)*.
- Deed of ownership or proof of long-term (20 years) occupancy such as a lease or similar document *(1 copy – not required for Mini-Grants)*.
- Sign-off letter from the Illinois Historic Preservation Agency (IHPA): 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 *(1 original and 12 copies – only required for projects over \$150,000)*.
- 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 Remodeling for Accessibility projects *(1 copy – only required for new construction, additions, or projects involving the evacuation of soil)*.
- Site assessment by licensed environmental/hazardous materials consultant to determine the existence of asbestos and/or lead paint, if applicable *(1 copy – only required for new construction, additions, or projects involving the evacuation of soil)*.
- Letter of acknowledgement from the regional library system director *(1 copy)*. All applicants must also submit a completed copy of the construction application to their respective regional library system director before submission of the application to the Illinois State Library.
- ADA Self-Evaluation: Most recent copy completed by the library *(1 copy–not required for new building construction)*.

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.
- **Applications must be complete and include all of the required components. Incomplete applications will not be considered for funding.**

09/17/2009