

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

Reporting Manual



**ILLINOIS STATE LIBRARY
Jesse White, Secretary of State and State Librarian
Anne Craig, Director**

CONTACTING THE ILLINOIS STATE LIBRARY

All reports and written correspondence should be mailed to:

H. Neil Kelley, Systems and
Construction Grant Consultant
Illinois State Library
Gwendolyn Brooks Building
300 South Second Street, Room 410
Springfield, Illinois 62701-1796

Staff can be reached at 1-800-665-5576 press 1 then select extension 1

Live and Learn Construction Grant Program Staff	Direct Telephone Number	E-mail
H. Neil Kelley	217-782-1891	nkelly@ilsos.net
Mark Shaffer	217-524-4901	mshaffer@ilsos.net
Susan Goodman	217-557-7259	sgoodman@ilsos.net

Dates to Remember

Quarterly Reports due

- **March 10**
- **June 10**
- **September 10**
- **December 10**

**ILLINOIS STATE LIBRARY
FY2010 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 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, parking lot, 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, and 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.**

STARTING CONSTRUCTION

Following the signing of the grant contract with the Secretary of State/State Librarian by any library official authorized by the library's corporate authority the following should be submitted by the grantee to the Illinois State Library prior to the start of construction.

1. Copy of the library's advertisement for bids as it appeared in the newspaper.
2. Any changes made in specifications or plans.
3. Certification from the project architect that the final drawings represent the project as presented with the library grant application. The certification should state that the building size, architectural expression and program conformance remain as shown on the grant application.

All reports should be addressed to: H. Neil Kelley, Systems and Construction Grant Consultant
Illinois State Library
Gwendolyn Brooks Building
Room 410, 300 South Second Street
Springfield, Illinois 62701-1796

GRANT INFORMATION

The Illinois State Library shall disburse grant funds in accordance with the following schedule: 100% upon approval of the subject application and execution of the contract agreement. Following is a list of necessary documentation that must be submitted to the Illinois State Library:

- A Revised Project Budget after bids have been awarded. The Revised Project Budget is to reflect the same budget line items as stated in the grant application budget with the new budget amounts reflecting the bid prices for these items.
- Certification from the project architect that the final drawings represent the project as presented with the Library grant application. The certification should state that the building size, architectural expression, and program conformance remain as shown on the grant application. All architectural changes made after receipt of this certification must be submitted to and approved by the Illinois State Library prior to execution.
- A construction schedule identifying in detail the construction activities from the beginning of the project to its completion. This report shall be updated whenever there are changes in the construction schedule resulting in a change in the completion date of the project.
- Copy of the building permit or a waiver from the governing authority if a building permit is not required.
- List of bids submitted and bids accepted.
- Copies of each contract signed, including: 1) general contractor; 2) prime contractor; 3) any contracts for which separate bids were advertised and 4) subcontractors must be submitted with the next periodic reports.
- Notification of the erection on the construction site of a sign stating that library construction funds administered by the Secretary of State and State Librarian are being used for the project.
- Letter of notification as to the official date of actual construction start. **Construction should begin within 140 days of the effective date of the contract with the Illinois State Library.**
- 100% of the grant is to be expended by the grantee within twelve (12) months of the execution of the contract. This shall include any interest that may have accrued from the grant payment.
- When the final reports are submitted, all funds must be shown as expended or encumbered. Final reports are the final narrative, final financial and final audit reports.
- The Illinois State Library requires written certification from the project architect at the 50% and 100% stages of completion.
- Announcements of any Ground Breaking or Dedication ceremonies to be held should be provided to the Illinois State Library.

- After completion of the project, the Illinois State Library requires notification that a dedication plaque no smaller than 5" x 7" has been permanently mounted in a public area which states "Funding for this project was provided from the Illinois State Library, a Division of the Office of the Secretary of State, using Live and Learn Construction Grant Funds."

QUARTERLY REPORTS

Financial and narrative periodic reports are required quarterly by the Illinois State Library. Quarters are defined as: **January - March; April - June; July - September; October – December** of each calendar year. First submission of these reports is to begin at the conclusion of the first quarter following the execution of the contract. Reports are to be submitted for each quarter the project is underway until the project is completed and final reports are submitted.

Quarterly reports are due at the Illinois State Library no later than ten days after the close of each quarter. Accrued interest on grant funds must be included on the financial reporting form. The accrued interest must be used for the project.

Quarterly narrative reports must be submitted using the form prescribed in this manual (page 9). The person responsible for its preparation must sign the submitted report. Narrative reports should not be more than two pages in length and must address the questions listed on the report form. The following represent questions to be addressed in the narrative:

- 1) Program progress toward meeting the objectives.
- 2) If work orders were executed during the quarter, explain the reasons and attach a copy of them.
- 3) Progress expected in the next quarter.
- 4) Plan to make up any program slippage.

Quarterly financial reports must be submitted using the form prescribed in this manual (page 10). Grantees' may adapt the form to their automated system as long as the submitted report retains the same content and format as the examples presented in this manual.

Financial Report should contain:

- 1) Budgeted vs. actual expenditures
- 2) Interest earned on grant funds

The Contingency Line is to be used for costs for budget items that exceed the budgeted line item. On the financial report, the line item to which the expenditure is being charged must be listed under the contingency line.

The quarterly financial report form contains a number of variables that need to be entered. The following definitions reflect variables on the form that must be understood to complete this report:

LIBRARY NAME	Name of the Library responsible for the construction project.
PROJECT NUMBER	Number assigned by the Illinois State Library to identify your construction project. Sample construction project #: 08-SCP-580.
DATE OF REPORT	Date that the financial report was prepared.
QUARTER	The months and year for which the report is prepared.
CONSTRUCTION LINE ITEMS	Items used to identify construction program activities.
ORIGINAL BUDGET	The original budget submitted by the grant library, in its grant application.
REVISED BUDGET	Following acceptance of the bids for construction and signing of appropriate contracts, the grantee shall submit to the Illinois State Library a project budget based on the bids. The contingency line that was five percent of the total budget in the grant application is to be reduced to two percent of the total project budget.

CHANGE ORDERS	Increases or decreases in the revised construction budget as a result of change orders in the construction project. Change Orders of \$10,000 or more require approval by the Illinois State Library for public library construction projects. Either the project architect or project director should submit requests for Change Orders in writing to the Illinois State Library. Changes will be approved if they do not have an adverse affect on library services, and comply with the approved and funded application.
TOTAL NEW BUDGET	Total new budget is the sum of the revised budget and the Change Orders for each line item of a construction budget.
EXPENDED YEAR TO DATE	Represents costs by line items that have been expended for the construction project through the end of the quarter.
TOTAL BUDGET BALANCE REMAINING	This column will reflect "Total New Budget" minus Expended Year-To-Date.
INTEREST EARNED ON GRANT FUNDS	Amount of accrued interest on grant funds. It must be spent on the project.

FINAL REPORTS

The **final narrative report** must be submitted using the form prescribed in this manual (page 11). The report should be between 2 and 5 pages in length. Items that need to be included in the final narrative report should include, but are not limited to, the following:

- A summary reviewing the activities accomplished during the construction project.
- An explanation of the programmatic affect or accomplishment made as a result of the project.

The **final financial report** must be submitted using the form prescribed in this manual (page 12). The report shall reflect all expenditures (total construction cost). Contingency line expenditure amounts are included with each individual line item.

Audits

Per 23 Ill. Adm. Code 3035.140, and effective July 1, 2008; all Secretary of State/Illinois State Library grantees that receive a combined cumulative total of \$175,000 or more from any of the Illinois State Library administered grant programs are required to file their annual agency-wide audit upon completion of grant activity and completion of their annual agency audit. This includes all grant programs: LSTA grants, Per Capita grants, Disaster grants, Literacy grants, Construction grants, Educate & Automate grants, Live & Learn grants and Technology grants.

The agency-wide audit shall be for the corresponding fiscal year(s) in which grant activities/expenditures occurred. Hence, agencies not on a **July 1 - June 30** fiscal year may be required to file more than one audit that corresponds with all grant activity and expenditure.

GRANT MONITORING REQUIREMENTS

The Illinois State Library is the agency awarding Live and Learn Construction Grant funds and has a vested interest in how those funds are expended and in the services provided.

Procedures developed for monitoring program performance places responsibility on the Grantee for the management of day-to-day operations of the grant. The Illinois State Library consultant is responsible for visiting the project site, keeping apprised of project development, reviewing quarterly reports, facilitating grant payment, working with the project regarding amendments or changes to the program, reviewing all reports due at the end of the project, and assisting with the resolution of any problems that may arise.

The following activities are to be carried out by the Illinois State Library consultant regarding each aspect of grant monitoring.

Site Visits

Each project will have an electronic or on site visit by the assigned consultant or a member of the Illinois State Library staff to discuss such matters as the progress of the project, needed program or technical assistance, and any changes to the project plan.

During a site visit, the consultant should review progress of the project, provide program and technical assistance, be assured that the project plan is being implemented according to the contract or other agreement, file a report on the site visit, and the progress of the project.

Record Keeping

Consultants are responsible for providing items that are needed to maintain the official Library Construction file on the project. Such materials include, but are not limited to: site visit reports, telephone monitoring comments, project correspondence, signed quarterly reports and follow-up, consultant's appraisal of the project and any other information that is needed to provide a complete record of the grant and its activities.

Publicity

Photographs of before, during, and after construction should be sent to the Illinois State Library. Copies of articles appearing in newspapers or other publications (including information on where and when they appeared) would be appreciated.

Questions

All reports during the course of the project should be sent to the attention of H. Neil Kelley, Systems and Construction Grant Consultant, Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Room 410, Springfield, Illinois 62701-1796. Questions regarding any aspect of the reporting procedures for the public library construction program should be directed to either H. Neil Kelly at the Illinois State Library (217-782-1891 or nkelley@ilsos.net), or Mark Shaffer, Grant Program Specialist at the Illinois State Library (217-524-4901 or mshaffer@ilsos.net).

FORMS

The following pages contain the forms used to submit quarterly narrative reports, quarterly financial reports, final narrative report, and final financial report. Please consult the previous section of this document for information on content regarding the forms.

**ILLINOIS STATE LIBRARY
FY2010 LIVE AND LEARN CONSTRUCTION GRANT PROGRAM
QUARTERLY NARRATIVE REPORT**

GRANTEE: _____

PROJECT #: _____

PROJECT TITLE: _____

DATE OF REPORT: _____

QUARTER COVERED IN REPORT: _____ TO _____

GRANTEE STAFF MEMBER PREPARING REPORT: _____

Typed

Signature

Phone Number

BRIEFLY DESCRIBE THE FOLLOWING - LIMIT TWO (2) PAGES *(to be attached to this sheet)*

- 1) Describe progress or problems experienced during the period covered by this report.
- 2) Explain any change orders, production schedule modification, etc. which occurred during this reporting period.
- 3) Detail plans for resolving any deviation.
- 4) Outline progress expected to be made in the next quarter.

Received/Accepted by ISL Staff: _____ Date: _____

**ILLINOIS STATE LIBRARY
FY2010 LIVE AND LEARN CONSTRUCTION GRANT PROGRAM
QUARTERLY FINANCIAL REPORT**

Grantee:				Project #:		
Date of Report:		Phone Number:			Quarter:	
CONSTRUCTION LINE ITEMS:	Original Budget	Revised Budget	Change Orders	Total New Budget	Expended Year to Date	Total Budget Balance Remaining
Architect						
Building Consultant						
Legal Fees						
Site Acquisition						
Construction						
Equipment/Furniture						
Computers						
Telecommunications						
Demolition						
Landscaping						
Artwork						
Ramps						
Entrances						
Elevator/Lift						
Moving Shelves						
Restrooms						
Telephone						
Water Fountain						
Signage						
Other <i>(please specify)</i>						
Contingency						
Audit <i>(if required)</i>						
TOTAL CONSTRUCTION						

INTEREST EARNED ON GRANT FUNDS THIS QUARTER: \$ _____

Received/Accepted by ISL Staff: _____ Date: _____

**ILLINOIS STATE LIBRARY
FY2010 LIVE AND LEARN CONSTRUCTION GRANT PROGRAM
FINAL NARRATIVE REPORT**

GRANTEE: _____

PROJECT #: _____

PROJECT TITLE: _____

DATE OF REPORT: _____

PROJECT STARTED (*Date*): _____

PROJECT FINISHED (*Date*): _____

GRANTEE STAFF MEMBER PREPARING REPORT: _____

Typed

Signature

Phone Number

The FINAL NARRATIVE REPORT **must** be submitted using this form. The report should be between 2 and 5 pages in length. Items that need to be included in the final narrative report should include, but are not limited to, the following:

- A summary reviewing the activities accomplished during the construction project.
- An explanation of the programmatic affect or accomplishment made as a result of the project.
- A description of the project's challenges and how they were addressed.
- A picture of the plaque required in number 24 of the signed Assurances of Compliance submitted with the grant application.

Received/Accepted by ISL Staff: _____ Date: _____

**ILLINOIS STATE LIBRARY
 FY2010 LIVE AND LEARN CONSTRUCTION GRANT PROGRAM
 FINAL FINANCIAL REPORT**

GRANTEE: _____

PROJECT #: _____

PROJECT TITLE: _____

DATE OF REPORT: _____

GRANTEE STAFF MEMBER PREPARING REPORT: _____
Typed

Signature

Phone Number

BUDGET LINE	Revised Budget Amount	Total Expenditure To Date	Grant Amount Remaining
Architect's Fees			
Building Consultant's Fees			
Legal Fees			
Site Acquisition			
Construction			
Equipment/Furniture			
Telecommunications			
Demolition			
Landscaping			
Artwork			
Other <i>(please specify)</i>			
Contingency			
Audit <i>(if required)</i>			
TOTAL			

Received/Accepted by ISL Staff: _____ Date: _____