



# Massachusetts Public Library Construction

## Construction Grant Round 2010 Outline of Requirements and Procedures

This outline provides a snapshot of the requirements and procedures necessary to qualify for the Massachusetts Public Library Construction Program (MPLCP) general construction grant round. Applicants are advised to read and understand Program Regulation, 605 CMR 6.00, and not view this document as containing all necessary information. Please note that dates below are subject to change. For more complete information, program regulations are available at [www.mass.gov/mblc/grants/construction/program/605cmr6.pdf](http://www.mass.gov/mblc/grants/construction/program/605cmr6.pdf).

### Eligibility

- Applicants. To be an eligible applicant a library must:
  - Have an approved long-range plan and annual action plan for FY2012 on file at the Massachusetts Board of Library Commissioners; municipalities with multiple libraries must have a comprehensive plan for library service.
  - Not have received a Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 20 years. Some exceptions may apply.
  - Submit only one application per grant round; in the case of multiple libraries, only one authorized library may apply per municipality.
- Projects. To be an eligible project you must:
  - Have the project approved by Town Meeting or City Council by June 8, 2011
  - Have a written building program based on a 20-year planning horizon; the building program must be completed before the hiring of an architect
  - Hire an owner's project manager and architect following state Designer Selection procedures
  - Conduct a site investigation and submit a report of

the investigation with the application

- Have ownership of a building site
- Have a design based upon and correlated with a written library building program
- Have an estimated project budget done by an independent cost estimator

### Types of Projects

- New Construction
- Addition/Renovation or Conversion
- Joint Public Library

### Important Deadlines

- Submit Letter of Intent by October 5, 2010 at 4 pm
- Attend a mandatory Application Workshop in October 2010
- Secure town meeting or city council approval of project design and permission to apply, accept, and expend state grant funds by application date or no later than June 8, 2011
- Submit completed application by January 27, 2011 at 4 pm

## Letter of Intent

- Submit on required forms and send attachments by October 5, 2010 at 4 pm
- Libraries that have had a general purpose or reimbursement project within the preceding 20 years may qualify for an exception
- Attachments:
  - Document that a registered Massachusetts architect has been hired using Designer Selection Procedures
  - Building program

## Application Requirements

- Submit completed application by January 27, 2011 at 4 pm
- Meet all assurances listed in 605 CMR 6.05 (2) (c)
- Use accepted professional guidelines and standards for library design
- Submit attachments listed but not limited to:
  - A building program
  - Schematic drawings
  - Project budget
  - Site plan
  - Subsurface soil analysis
  - Map showing existing and, if different, future library site
  - Proposed plan or schedule for project funding
  - Statement of need
  - Pictures of site and building
  - Copy of Massachusetts Historical Commission (MHC) Project Notification form as submitted to the MHC
  - Comprehensive plan for library service from libraries that operate in municipalities with more than one public library
  - Project plan for libraries serving populations of 50,000 or more that are proposing phased projects
  - Management plan for libraries with joint project proposals
  - “LEED 2009 (or latest version) for New Construction and Major Renovation Project Scorecard” for libraries to qualify for the Green Library Incentive

## Application Review and Recommendations for Funding

- All applications are reviewed and ranked by teams made up of four independent non-agency reviewers and an MBLC staff member
- Priorities used in making funding recommendations:
  - Review and ranking of applications by review teams
  - Need factor as determined by the state’s EQV (equalized valuations) and Department of Revenue income figures
  - Distribution by community size of projects recommended for funding in relation to distribution by community size of all projects reviewed
  - Joint libraries
  - Availability of authorized funds
- The Massachusetts Board of Library Commissioners considers recommendations and approves libraries to either be:
  - Awarded a provisional grant award pending confirmation of local funding within six months, or
  - Placed on a waiting list if funds are not yet authorized
- Libraries not recommended for funding may revise and resubmit their applications within six months or submit an application in a future grant round

## Green Incentive

A Library Green Incentive is offered to qualifying libraries that achieve US Green Building Council LEED certification and submit documentation confirming certification after project completion.

## Technical Assistance

For more information on this grant process or help in reviewing and commenting on library plans and designs contact MBLC library building consultants at **1-800-952-7403**

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## Massachusetts Board of Library Commissioners

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