

Appendix A

Office use only	
Main library code	
Branch code	
Updated:	

CONSTRUCTION PROJECT APPLICATION

Note: An application should be filed when needs assessment has been completed and the building program has been drafted. The application must be updated whenever additional information is available or changes are made. If the requested information is not applicable to the proposed project, indicate "n/app". If the requested information is not available at this time, indicate "n/avail". Upon approval of the initial application, the Office of Library and Information Services may indicate its intent to participate in a proposed construction project with a tentative commitment of funds. A formal agreement for state construction funding may not be signed until all required documentation has been provided, all funding required to complete the project has been obtained, and the Office of Library and Information Services has approved the final construction plans. A completed application for a project ready to have a formal signed agreement for construction to begin must include all information and signatures requested in Appendices A (Application) and C (Assurances). (See Appendix O for a complete list of attachments to the Project Application.)

The applicant, pursuant to the RHODE ISLAND GENERAL LAWS 29-6-6, as amended (see Appendix D), hereby applies for State funds from the allotment available to the State for construction of public library facilities, as described below. Public library facilities constructed with funds provided under this provision of the GENERAL LAWS shall continue to be devoted to public library purposes unless their use for another purpose is approved by the Office of Library and Information Services.

1. **Legal name of applicant:**
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2. Project contact and mailing address:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip

3. If there is more than one library in your city or town, the material in this application must be presented to, and approved by, your Library Council. Please check and complete the appropriate box below.

- There is only one library, including any branches.
- This document was approved by the Library Council.

Date:	
Library:	Library:
Director:	Director:
Signature:	Signature:
Chair/President Board of Trustees:	Chair/President Board of Trustees:
Signature:	Signature:

4. The applicant hereby certifies that the library is legally established as a public library according to State Law. Please check the following boxes as appropriate, specifying what type of documentation is being provided with this application as Appendix P. Nonprofit corporations should include a copy of the certificate of incorporation issued by the Secretary of State's Office, as well as a copy of the latest annual report filed with the Secretary of State's Office, as specified in R.I.G.L. 7-6-90. All libraries should provide a copy of the ordinance or other documentation of the establishment of the library by the city or town.



Library is:	Documentation provided:
a non-profit corporation <input type="checkbox"/>	
part of the city/town government <input type="checkbox"/>	

5. Is this proposed construction project included in the city or town's Comprehensive Plan (R.I.G.L. 45-22.2)?

no. yes. A copy of the section(s) regarding the library should be attached as Appendix Q.

6. Physical location of proposed project:

Name:			
Address:			
City	State	Zip	

The current owner of this building is:

Name:			
Address:			
City	State	Zip	

Please attach a copy of the deed, any current or pending long-term lease agreements, or a description of plans to acquire or lease the site as Appendix R.

Type of Ownership for the proposed facility (Check one):

	Please specify:
<input type="checkbox"/> Legally established library board	
<input type="checkbox"/> Local or other unit of government	
<input type="checkbox"/> Other	



7. Population served by the proposed facility:

Currently	
Ten years from now (estimated)	
Twenty years from now (estimated)	

Source of population data: _____

8. Square footage:

	Current:	Proposed:
New construction	XXXXXXXXXXXXXXXXXXXX	sq. ft.
To be renovated	XXXXXXXXXXXXXXXXXXXX	sq. ft.
Other	XXXXXXXXXXXXXXXXXXXX	sq. ft.
Total	sq. ft.	sq. ft.

9. Description of proposed facility. Submit a separate sheet describing all phases of the proposed project. Attach a description of the project, including its purpose, probable cost, and relation to existing facilities as Appendix S. Attach a copy of the draft or preliminary building program as Appendix T. The building program should be written with a 20-year planning horizon, and address the various kinds and square footage of space required for library services. (See Connecticut's **LIBRARY SPACE PLANNING GUIDE**, or other similar guides listed in the bibliography.)

Include the following categories as they apply to the proposed project:

- **Needs statement:** Indicate why this facility is needed, providing evidence that the proposed facility is located in an area which is without library facilities or which has library facilities which are not adequate to provide the required library services. Indicate other library facilities in the city, town or nearby communities that may provide services to the residents of the area, and how this facility will relate to those other library facilities. Specify how the proposed project will improve the supervision of the library space, services to users, and the effective use of space within the library. Photographs or slides may be submitted as part of the needs statement.
- **Architect:** Include a specific description of the architect's assignment and fees. Provide information regarding the architect's previous experience with library construction projects as Appendix V.



- **Library building consultant:** Describe the role of the library consultant, and how the consultant will be involved in the various phases of the project. Provide information about the consultant's previous experience with library construction projects as Appendix W.
- **Site:** Include a legal description of the site, site survey and soil investigation data. Provide an evaluation as to flood hazard, and indicate an interest in the site sufficient to assure its undisturbed use for public library purposes for not less than twenty years. Provide a map showing the current and proposed locations for the library within the city or town. Provide a proposed site plan, showing the lot, building location, parking, grading and connection to utilities.
- **New construction:** Describe the new construction which is planned. Identify any existing facility which is to be replaced and indicate the proposed disposition of such facility. Include any proposed architectural drawings or blueprints.
- **Expansion and remodeling and alteration:** Describe the nature and extent of additions to, or alterations of, existing facilities and the purposes to be served. Include any proposed architectural drawings or blueprints.
- **Equipment:** Describe the initial equipment to be purchased and show its proposed use in relation to the construction project.
- **Timetable:** Outline the proposed timetable for the project.
- **Accessibility:** Indicate how the facility will be accessible to the handicapped, with assurances that all requirements will be met. (See Appendix M.)
- **Historical Preservation:** Describe how any historical preservation issues will be addressed. If the proposed site is on the State Register of Historical, Architectural, and Cultural Sites, provide a copy of the material submitted to the Rhode Island Historical Preservation and Heritage Commission in accordance with R.I.G.L. 42-5-5 and a copy of its advisory opinion regarding the proposed project. (See Appendix N.)
- **Assurances:** Provide assurance that full compliance with federal and state regulations will be met. (See Appendix C. Attach a completed copy of the Assurances page to this application.)

10. Please describe possibilities for future expansion of this facility once the proposed project has been completed.



11. Preliminary estimates of construction costs. (The costs estimated and itemized below should be the total costs of the project for which this application is submitted.)

Eligible costs. (See Regulations, Section 6.)

Architect's fees	\$
Library building consultant	\$
Site acquisition	\$
Contracts for new construction (include an 8 percent contingency amount)	\$
Contracts for expansion, remodeling and alteration of existing buildings	\$
Initial equipment	\$
Miscellaneous, including printing, advertising for bid, etc.	\$
TOTAL	\$

Non-eligible costs. (See Regulations, Section 6.)

Furnishings in excess of 25 % of total cost	\$
Fundraising costs	\$
Lease of facilities, service, equipment or maintenance contracts	\$
Moving expenses	\$
Other (please specify)	\$
TOTAL	\$

TOTAL Project cost	\$
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12. Project funding

Source	Currently available **	Projected	Total
Cash or appropriation	\$	\$	\$
Negotiable and non-negotiable securities	\$	\$	\$
Municipal Bonds	\$	\$	\$
Mortgage or other loan	\$	\$	\$
Grants	\$	\$	\$
Donations, pledges or bequests	\$	\$	\$
Other	\$	\$	\$
Total (should equal total project cost in number 11 above)	\$	\$	\$

**** Please attach documentation as Appendix U to prove that these funds are currently available.**

Notes:

13. State reimbursement funding requested:

Total project costs (should reflect total project cost given in numbers 11 and 12 above)	\$
State reimbursement funding requested (no more than 50% of total eligible project costs; no more than \$200 per square foot for new construction or \$175 per square foot for renovation and remodeling)	\$

Note: The estimate of total funds required in number 11 should be equal to the sum of the project funds projected in item number 12. **All funds necessary to complete the project must be available from other sources; state funds will be reimbursed after the completion of the project.**



Proposed project dates.

Construction will begin	/ / (mm/dd/yyyy)
Construction will be substantially completed	/ / (mm/dd/yyyy)
First reimbursement payment is requested for state fiscal (the state fiscal year after substantial completion)	- (yyyy-yyyy), July - June

14. Person authorized to receive and safeguard state funds:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip

15. Person authorized to requisition and approve expenditure of state funds:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip



16. Address where state funds will be deposited:

Organization:		
Mailing Address:		
City	State	Zip

Note: Any interest earned on funds deposited must be credited to the State of Rhode Island. In general, reimbursement payments are timed so that funds are available just before bond or mortgage payments are due.

17. Official accounts of receipts and disbursements for proposed construction project will be maintained by:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip

18. Architect:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip
State certified or registered?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Member A.I.A.?	<input type="checkbox"/> yes	<input type="checkbox"/> no



19. Library Building Consultant:

Name	Telephone number	Email address
Mailing Address:		
City	State	Zip

20. The applicant hereby gives assurance to the State agency:

- That actual construction work will be performed by the lump sum (fixed price) contract method, that adequate methods of obtaining competitive bidding will be employed prior to awarding construction contracts, either by public advertising or circularizing three or more bidders, and that the award of contracts will be made to the responsible bidder submitting the lowest acceptable bid;
- That the applicable Labor Standards will be included in all construction contracts in excess of \$2,000, that construction contracts in excess of \$2,000 will prescribe the minimum rates of pay for laborers and mechanics engaged in the construction of the project as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, and the regulations issued pursuant thereto by the Secretary of Labor;
- That the project will not be advertised or placed in the market for bidding until the final working drawings and specifications have been approved by the Office of Library and Information Services;
- That the public library facilities constructed with funds provided under state law shall continue to be devoted to public library purposes unless their use for another purpose is approved by the Office of Library and Information Services;
- That library services provided in the proposed public library facility will be available free of charge and without discrimination to all members of the municipality or region served;
- That the public library will be eligible for grant-in-aid to cities and towns, meeting **MINIMUM STANDARDS FOR RHODE ISLAND PUBLIC LIBRARIES**;
- That the city/town government is providing adequate funds for the library to operate in this facility, and will, in the future, provide the funding necessary to operate the proposed facility, including staff, utilities, and other expenditures as needed; and



- That all other assurances as specified in Appendix C will be met. (A completed, signed copy of Appendix C must be included with the application.)

21. Having been considered and approved by the board of trustees, it was voted that this application be forwarded to the Office Library and Information Services, Rhode Island Department of Administration, this

_____ day of _____, _____
 (day) (month) (year)

Signed _____
 Chairman/President, Board of Library Trustees

