PROGRAM NOTICE
for the
Massachusetts Public Library
Construction Program

PROJECTS FOR PLANNING AND DESIGN
Application Round
2013 - 2014

Commonwealth of Massachusetts
Board of Library Commissioners
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INTRODUCTION
This Program Notice for a Planning and Design Application Round is informational and is intended to outline the program. Applicants are advised to read and understand the program Regulations (605 CMR 6.00) and not to view this notice as containing all necessary information.

The Massachusetts Public Library Construction Program was established by Chapter 478 of the Acts of 1987. Since then the program has been re-authorized and funded several times. From July, 1989 through June 2011, 204 construction grants totaling $320.3 million have been awarded. In addition, 76 planning and design grants totaling over $1.8 million have been award.

The general purpose of these grants is to improve public library facilities throughout the Commonwealth. The Program is governed by Regulations (605 CMR 6.00) which have been recently revised and approved by the Board of Library Commissioners.

These Regulations were published by the Secretary of the Commonwealth and are available on the MBLC website at http://www.mass.gov/mblc.

All applicants will be required to meet certain Assurances, Requirements, and Standards which are also detailed in the Regulations. First priority for Planning and Design grants is given to those projects planning joint public libraries which will serve two or more municipalities.

ELIGIBLE APPLICANTS
- If the applicant library received an MPLCP Planning & Design grant award within the preceding 10 years, it is not eligible for another grant for the same facility during this Application Round (see 605 CMR 6.05 (1) (j))

- If the applicant is a municipality with multiple independent public libraries or with branch libraries, a maximum of one planning and design award will be made every five years, for different facilities within the municipality

- Grant application must be made by a city or town unless a library corporation has been designated and empowered by prior legislative action to conduct capital projects

- For this Application Round, the public library or library system for which this application is being made must have been certified, with or without a waiver of the Municipal Appropriation Requirement, by the Board individually or as part of a municipal application to receive State Aid to Public Libraries under M.G.L. c.78, 19A and 19B in FY2014

- The applicant library must have on file at the MBLC a long-range plan that extends through FY2015 and an annual action plan for FY2015 which meets the definition in 605 CMR 6.03. If a plan is not currently on file, it must be received by October 1, 2013. An action plan for FY2015 must be received by December 2, 2013

- In a municipality with multiple independent public libraries or a main library and branches, a comprehensive town-wide plan for library service must be received by October 1, 2013

- Only one application will be accepted from each municipality in this application round. In a municipality with multiple independent public libraries or with a main library and branches, the municipality will determine which library or branch may apply. A comprehensive town-wide plan for library service must be received by October 1, 2013 (See 605 CMR 6.05 (1) (k))

- An architect must not be selected prior to applying

ELIGIBLE PROJECTS
An eligible project must be an Approved Public Library Project which has been approved by a majority vote of Town Meeting or City Council. Approval of Town Meeting prior to application is optimal, but may be sought as late as May 16, 2014 and forwarded to the Board after the Grant Application Deadline of January 16, 2014. Cities must obtain a majority vote of the city council, with approval of the mayor. In a municipality having a town council form of government, a majority vote of the town council is necessary. In no case may approval be received later than May 16, 2014 for this Application Round.

TYPES OF ELIGIBLE COSTS
The budget for a Project for Planning and Design may include any or all of the following elements:

1. Fees for preparation of a Library Building Program by a librarian/consultant
2. Site investigation and selection; cost of a topographic survey, test borings or percolation tests, subsurface soil analysis for new construction (including additions) or other geological testing
3. Fees for a Massachusetts Registered Architect, hired
in accordance with the Massachusetts Office of the Inspector General Designer Selection Procedures, to conduct feasibility studies and site selection, and develop a preliminary design that includes a site plan showing building location, parking, grading, landscaping, and utilities and floor plan

4. Engineers’ fees for evaluation of an existing structure to determine its condition and suitability for a public library

5. Fees for project management services as mandated by state public construction law

6. Fees for a professional independent cost estimator to prepare a construction and project budget based on the preliminary plans. If the project intends to qualify for the Green Library Incentive, LEED certifiable designs, building practices, and components, systems and materials must be included in the budget estimate

APPLICATION PROCEDURES

1. A Letter of Intent for this Application Round (original, plus 3 copies) shall be submitted on or before September 13, 2013 at 4:00 PM, or postmarked September 13, 2013. It must be submitted on the form included with this Program Notice. A Letter of Intent is required in order to participate in this Application Round.

2. Attendance at an Application Workshop on September 24 or 26 or October 1, 2013 is required. Application forms will be distributed only at the Workshops.

3. Completed applications must be delivered on or before January 16, 2014 at 4 PM, or postmarked January 16, 2014. No faxed or emailed submissions will be accepted.

REQUIREMENTS FOR APPLICATION

1. The applicant must agree to the Assurances that are part of the application.

2. The application for a Project for Planning and Design shall include:
   
   (a) A preliminary building program based on a 20 year planning horizon*
   (b) A preliminary needs assessment*
   (c) Pictures of site and building, if appropriate
   (d) Map showing existing and, if different, possible future library sites
   (e) A project budget
   
   *(a) and (b) are written as part of the MPLCP Application Form; they are not separate documents.

SELECTION PROCEDURES

(1) Applications must be complete, on forms prescribed by the Board, and must meet the application submittal requirements of 605 CMR 6.07

(2) All applications will be reviewed and ranked by independent non-Agency reviewers not associated with the projects under consideration, as well as by Agency Staff unrelated to the construction program. A site visit by a review team member will be done only if deemed necessary (see 605 CMR 6.08 (2)).

(3) The following priorities will be used by the Agency Director in determining recommendations to the Board:
   
   (a) The review and ranking of applications by independent reviewers (See 605 CMR 6.08 (1 through 5))
   (b) Consideration of the distribution by community size of all projects reviewed for the grant round
   (c) Joint library projects
   (d) The availability of funds

Awards are provisional pending necessary certifications and no payments will be made until a Grant Agreement is signed.

AVAILABLE FUNDING

The award for each project recommended for funding will be determined according to the following formula:

A maximum award of $50,000 or 2/3 of Eligible Project Costs and a local match of up to $25,000.

Administrators planning large or complex projects should anticipate that the total budget may exceed the maximum Eligible Project Costs as defined above. Costs incurred prior to a provisional grant award are not eligible costs.

AWARDS

Award recommendations will be considered by the Board of Library Commissioners at its regular monthly meeting on June 5, 2014.