



9. PROJECT PLANNING MEETINGS & DOCUMENTS

9.a. Meetings with State Agencies

Prior to application for Construction Assistance Act funds, an applicant must review their project with a representative of the Division of Libraries (DDL). This review will include accessibility and information technology aspects of the project. The applicant must also meet with a representative of the State of Delaware, Department of Administrative Services, Division of Facilities Management (DFM). To arrange a meeting with the Division of Libraries and the Division of Facilities Management, contact John Phillos at 1-800-282-8696 ext. 135.

Date of Meeting with DDL Staff \_\_\_\_\_

Persons Attending \_\_\_\_\_

Date of Meeting with DFM Staff \_\_\_\_\_

Persons Attending \_\_\_\_\_

9b. Required Documents

PRIOR TO RECEIPT OF PROJECT PAYMENTS the following list of documents must be on file and approved by the Division of Libraries.

Check (X) each document filed with pre-application or application, and provide date of filing for those documents not enclosed with this form.

Required Documents	* Filed w/ Pre-Application	Filed w/ Application	Estimated Date of Filing
1.* Building Committee Members Names & Addresses	_____	_____	_____
2. Space Needs and/or Building Program Report	_____	_____	_____
3. Map of Site/Land	_____	_____	_____
4. Deed Title to Site/Land	_____	_____	_____
5.* Budget/Fund Raising Plan	_____	_____	_____
6. Architect's Contract	_____	_____	_____
7. Building Schematic Drawing Exterior & Interior	_____	_____	_____
8. Building Floor Plans	_____	_____	_____

10.\* CONSTRUCTION DATA - PRESENT FACILITY:

a. Location \_\_\_\_\_

b. Total Gross Square Feet \_\_\_\_\_

Total Sq. Ft. of Assignable Space \_\_\_\_\_

Total Sq. Ft. of Non-assignable Space \_\_\_\_\_

c. Age of the Main Facility \_\_\_\_\_

- d. Age of Addition(s) \_\_\_\_\_
- e. Owner of Deed to Building \_\_\_\_\_
- f. Owner of Deed to Land \_\_\_\_\_

11. CONSTRUCTION DATA - PROPOSED FACILITY:

- a. Location \_\_\_\_\_
- b. Gross Square Feet of Proposed Construction \_\_\_\_\_
  - Total Sq. Ft. of Assignable Space \_\_\_\_\_
  - Total Sq. Ft. of Non-assignable Space \_\_\_\_\_
- c. Gross Renovated Square Feet of Present Facility \_\_\_\_\_
- e. Owner of Deed to Building \_\_\_\_\_
- f. Owner of Deed to Land \_\_\_\_\_

12. ELIGIBLE PROJECT COSTS:

(\* estimates for pre-application)

	Prior Funds	Phase 1 FY 2004	Phase 2 FY 2005	Phase 3 FY 2006	TOTAL COST
* Land Acquisition	_____	_____	_____	_____	_____
Site Preparation	_____	_____	_____	_____	_____
Demolition	_____	_____	_____	_____	_____
* Construction	_____	_____	_____	_____	_____
(Cost per sq. ft. = \$ _____)					
Contingency	_____	_____	_____	_____	_____
* Architect's Fees	_____	_____	_____	_____	_____
* Consultants' Fees	_____	_____	_____	_____	_____
Engineer's Fees	_____	_____	_____	_____	_____
Advertise Bids	_____	_____	_____	_____	_____
* Planning	_____	_____	_____	_____	_____
Landscaping	_____	_____	_____	_____	_____
Attached Equipment	_____	_____	_____	_____	_____
Attached Furniture	_____	_____	_____	_____	_____
* Other (define)	_____	_____	_____	_____	_____
* TOTAL ELIGIBLE COST	_____	_____	_____	_____	_____

13. FUNDING SOURCES FOR PROJECT COSTS:

Note committed/appropriated funds with an (\*)  
 Note proposed/requested funds with a (?)  
 Note funds for land acquisition with an (L)  
 Note funds for construction with a (C)

	State	County	Federal	Private	Other	TOTAL
FY 2001 & Prior	_____	_____	_____	_____	_____	_____
FY 2002	_____	_____	_____	_____	_____	_____
FY 2003	_____	_____	_____	_____	_____	_____
FY 2004	_____	_____	_____	_____	_____	_____
<b>FY 2005</b>	_____	_____	_____	_____	_____	_____
FY 2006	_____	_____	_____	_____	_____	_____
FY 2007	_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____	_____

TOTALS in #13 MUST EQUAL "TOTAL ELIGIBLE COST" REPORTED IN ITEM #12.

14. LAND/SITE:

a. Who currently holds full title to the project's land?

\_\_\_\_\_

b. Describe any buildings or infrastructure now on the project's land.

\_\_\_\_\_

c. Who will hold full title to the project's land upon project completion?

\_\_\_\_\_

d. What is the estimated value of the land? \_\_\_\_\_

(See Policy Memorandum #1 on Determining Fair Market Value)

e. What is the gross square footage of the land? \_\_\_\_\_

f. How many parking spaces are planned? \_\_\_\_\_

# Delaware Public Library Construction Assistance Act

## GENERAL PROVISIONS

A. **Authority** - This application is issued under the authority of 29 Del. C. Chapter 66A. Library Construction.

B. **Purpose** - The purpose of the Delaware Public Library Construction Assistance Act is to improve and develop public library facilities through construction projects. The State's share may represent up to 50% of the total eligible construction cost.

C. **Eligible Applicants** - Any public library, including privately incorporated public libraries, the Dover Public Library established pursuant to Chapter 158 of Part I, Volume 60, Laws of Delaware and public library systems established pursuant to Chapter 8 of Title 9.

D. **Submission of Application** - Submit pages one through four of this document, and supporting documents as listed in item 9b on page 2, in original plus three (3) copies by August 1, 2003, to Dr. Harriet Smith Windsor, Secretary of State, 401 Federal St., Suite 3, Dover, DE 19901. If the Space Needs or Building Program Report is not yet available, attach a written statement to this application describing the specific library and information service needs that this project will address, including community and user surveys. For examples of recommended Space Needs and/or Building Program Reports, call John Phillos at 1-800-282-8696 ext. 135.

E. **Project Description** - As listed in Item 9b, include with this application the project's Building Schematic Drawing Exterior & Interior, and Building Floor Plan. If these documents are not yet available, attach a written statement to this application that describes the project's background, key objectives, library site, and functional requirements for the building.

## CRITERIA FOR RANKING APPLICATIONS

The Division of Libraries and the Delaware Council On Libraries (COL), as required by 29 Del. C. Sec. 6604A, comment on each proposed construction project. The Division has adopted the following criteria for ranking construction project requests that are supported by complete and accurate applications. The Division's recommendations are forwarded to the Office of the Secretary of State, Department of State, State of Delaware.

1. A project that has received prior State funding.
2. A new building in a service area without a public library.
3. A new building that replaces an existing public library.
4. An addition to an existing public library.
5. A renovation of an existing public library to improve:
  - a. space for the general public;
  - b. accessibility for people with disabilities;
  - c. energy efficiency; and/or
  - d. library and information technologies.

## DEFINITIONS

The following definitions will be used for the application.

**ASSIGNABLE SPACE** shall mean the sum of all areas measured in square feet on all floors of the building assignable to or useful for library functions and purposes. This includes space for collections, user seating, staff work areas, meeting/conference rooms and special use rooms related to library functions and purposes.

**ELIGIBLE PROJECT COSTS** shall mean, but is not limited to, the acquisition, construction, reconstruction, alteration, remodeling or enlargement of library buildings, the acquisition or installation of apparatus or equipment or the acquisition of land required as sites for such building, including land or rights in land needed to provide access to sites, and the grading or other improvements of such sites, land or rights in land, including the construction of sidewalks where authorized by law, the construction of any sewers or water mains needed to connect such buildings to any publicly-owned sewer system or water system. The following items are not considered to be included within the definition of "library construction": Supplies, furniture and equipment not attached to the building, computers, debt service on loans, maintenance items and operating costs.

**NON-ASSIGNABLE SPACE** shall mean those areas or rooms of the library necessary for general use and operations of the building but not serving specific library functions including foyers, vestibules, corridors (but not aisles in book stacks), stairs, elevators, toilets, janitor rooms or closets, ventilation ducts and mechanical equipment areas

**NON-STATE SHARE** shall mean:

- a. A sum of money from sources other than state funds;
- b. The fair market value of:
  1. developed and/or undeveloped land not currently used as a public library site but to be used as the location of library construction, including parking lots; or
  2. an existing facility under development not currently used as a public library but to be used as the location for "library construction", as defined herein; or
  3. an existing facility and/or land currently used as a public library site, including parking lots, to which deed title was conveyed to the public library governing authority after July 1, 1992.

The aggregate value of the money, lands and facilities described in subparagraphs a. and b. of this definition, when provided by any source other than the state and matched with the state share, will equal the total cost of the proposed library construction.

**PRE-APPLICATION** shall mean a Construction Assistance Act application that is submitted in the earliest stages of planning to alert the COL of upcoming construction projects. This Pre-Application will be considered by the COL to determine eligibility for initial planning grants.

**STATE SHARE** shall mean the maximum sum of money that may be paid from state sources for a library construction project.

**TOTAL COST** shall mean the maximum sum or sums of money that may be spent for a library construction project, provided that nothing contained in 29 Del. C. Chapter 66A shall prevent any non-state source from increasing said total cost by providing a larger amount from non-state sources than that stated as that non-state share, nor prevent the acceptance and use of any funds appropriated by the Congress of the United States for these purposes.