

**Georgia Public Library Service  
Major Repair and Renovation Grant Program  
FY 2009 Guidelines**

**Definitions:**

- Repair - Work required to restore a facility or system to such condition that it may continue to be effectively utilized for its designated purpose by overhaul, reprocessing or replacement of essential parts or materials which have been deteriorated by action of the elements or wear and tear in use.
  
- Renovation – Work required to modify and modernize a public library facility in order that it may be effectively utilized for its designated function and/or purpose. No additional square footage may be added with this grant.

**General Information:**

1. Grant will pay up to 90%, within threshold limits (see below), of approved costs associated with major repairs and renovations of existing library facilities that are closed due to catastrophic events.
  
2. Grant will pay up to 50%, within threshold limits (see below), of approved costs associated with all other major repairs and renovations of existing library facilities.
  
3. Costs that have previously been paid in full by the applicant library or on-behalf of the applicant library for approved projects done on an emergency basis after **July 1, 2008** are eligible for reimbursement.
  
4. Up to 8% for design fees may be included in total project cost with 50% of that being eligible for state funds.
  
5. Funds will be provided for projects that will extend the life of the facility for a minimum of 10 years; roofs and HVAC systems will require a minimum of at least a 10-year warranty.
  
6. Funds will not be provided to pay for the costs of repairs that are covered by existing insurance or warranties given at the time of initial installation or construction. Insurance payments for repair of damage or malfunction may be used (in part or whole) as the system's matching funds. Underwriter's letter from insurance company will be required stating cost of repair, for all reimbursements of this type.
  
7. Assurance of local funds availability for matching costs will be required.
  
8. Local purchasing procedures shall be followed for bidding, bonding and contract award.
  
9. The minimum grant amount for any single project is \$2,500.
  
10. The maximum total allocation will be \$150,000 for catastrophic event projects and \$100,000 for other projects.

11. Specific financial threshold amounts per funding priority are as follows:

- Structural and/or Life Safety (catastrophic events), \$150,000
- General Structural Repairs, \$100,000
- Roof Replacements and/or Repairs, \$100,000
- HVAC Replacements and/or Repairs, \$75,000

12. A library system may apply for as many projects as needed and necessary, however, Only 2 awards will be granted per county in any given fiscal year.

13. A library system may submit more than one project per facility.

14. The amount of the grant will not be increased after grant award is made. Any cost overages after grant award is made must be covered with local funds.

15. Libraries are encouraged to utilize a design professional for major projects especially roof, structural and HVAC projects. For repair due to catastrophic events, a professional study will be required.

16. Applicants must agree to complete all work on or before June 30, 2009.

17. Records shall be maintained in a manner consistent with generally accepted accounting practices. Records shall be preserved for three years after completion of the project, and be readily available for inspection by GPLS and/or the Department of Audits and Accounts, and/or Local Private Audits.

18. In the event that more projects are submitted than funds exist to cover, the priority ranking based on type of project will be used to allocate funds.

19. Evidence of state and/or local governmental support for this grant application is strongly recommended.

### **Dates and Deadlines:**

1<sup>st</sup> Round

Funding will be provided for projects that previously applied in 2008 fiscal year.

2<sup>nd</sup> Round

Applications are due January 16, 2009.

### **Funding Priorities:**

1. Catastrophic - structural and/or life safety repairs/or renovations needed to allow a library that is closed due to a catastrophic event to be reopened.
2. General Structural Repairs
3. Roof Replacements and/or Repairs
4. HVAC Replacements and/or Repairs

**Projects that include, in their respective design, sustainable elements will receive first consideration.**