

ALABAMA PUBLIC LIBRARY SERVICE LIBRARY DEVELOPMENT
ADMINISTRATIVE CODE

CHAPTER 520-7-1
STATE OF ALABAMA CONSTRUCTION, PLANNING OR RENOVATION GRANT FOR
ALABAMA PUBLIC LIBRARIES

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Renovation Grant For Alabama Public Libraries.

(1) PURPOSE. The purpose of the grant program is to aid Alabama public libraries with the improvement of library services to the citizens of Alabama through matching construction grants funded by the State of Alabama for the planning of new public library buildings, expanding or renovating existing library buildings for improved accessibility, public safety and safer working conditions.

(a) Grant request matches:

<u>Grant request</u>	<u>Local match</u>
\$0 - \$5,000	10%
\$5,001 - \$25,000	20%
\$25,001 - \$50,000	30%

(b) Alabama public library construction grants:

1. Library expansion;

2. Library renovation:

(i) Handicapped access.

(ii) Repairs to existing facility.

(iii) Facility safety issues.4. Planning a new library facility.

(2) ELIGIBILITY. The grant program is open to all public libraries in Alabama that:

(a) Are established under the Code of Ala. 1975, Section 11-90-1-4;

(b) Are qualified for Supplemental State Aid to Public Libraries during the grant year;

(c) Provide a certified local cash match prior to the grant award.

(3) SOURCE OF LOCAL FUNDS. Applicants must provide a local cash match based on a graduated scale. State Aid funds may **not** be used as a local cash match. Eligible source for the local cash match include:

1. Local revenues.
2. Bond issues (tow, county, regional or a combination).
3. Third-party contributions.
4. Foundation.
5. Federal funds.

(4) ELIGIBLE COSTS. Under the grant program, applicants may apply for funds to cover expenditures for the development of new construction, improvements, alterations or renovations of buildings for public library purposes. These costs include the following:

- (a) Construction on an existing facility;
- (b) Consulting fees;
- (c) Architectural fees;
- (d) Engineering fees.

(5) NOTICE OF INTENT. Libraries may submit Notices of Intent prior to the actual application. When these are received, APLS staff will review them to determine if they meet basic eligibility requirements and to identify possible problems in the initial planning. Staff will help applicants as needed. Applicants should not hesitate to call, e-mail or fax the Director or Assistant Director with questions. The Notice of Intent should include:

- (a) Name and address of library.
- (b) Alabama House and Senate District(s).
- (c) U.S. Congressional District(s).
- (d) Name, telephone number, and email address of library director.
- (e) Name and telephone number of library board chair.

- (f) Name and telephone number of architect.
- (g) Grant amount requested.
- (h) Estimated cost of project.
- (i) Project need (including an explanation of how the construction funds will benefit the community).

(5) APPLICATION PROCESS. The Alabama Public Library Service (APLS) will notify libraries of grant availability through regular channels: letters to library directors; notices in agency publications, and the APLS website (<http://statelibrary.alabama.gov>). Rules and regulations will be posted on the website. The application form will consist of the following:

- (a) Name, address, telephone number, and fax number of library.
- (b) Alabama House and Senate District(s).
- (c) U.S. Congressional District(s).
- (d) Name, telephone number, and email address of library director.
- (e) Name of the library Board Chair.
- (f) Name and telephone number of architect.
- (g) Grant amount requested.
- (h) Project need
- (i) Project status.
- (j) Project summary.
- (k) Project construction timeline (including beginning and expected completion dates).
- (l) Relationship of project to library's long range plan.
- (m) Attachments.
- (n) Relationship to the Alabama Library Association Public Library Division Standards (optional).

(6) APPLICATION REVIEW AND AWARD OF GRANTS. A committee appointed by the APLS Executive Board will review the applications. The committee will consist of the APLS Director, Assistant Director, Confidential Assistant to the Board, and a minimum of two APLS Executive Board members. The committee will review and rank the

applications and then present them to the entire APLS Executive Board for approval. **Funds must be spent and request for reimbursement made by June 30. Fair distribution of these grant funds to all the state's congressional districts will be a primary focal point for the committee.**

(7) TIMELINE FOR CONSTRUCTION PROJECT:

Rules and forms approved by APLS Executive Board	September 3
Release grant to public libraries	September 14
Letter of Intent due	October 1
Final application due	November 6
Review and approval by APLS Executive Board	November 19
Award notice to libraries	November 20
Final request for payment due	June 30

(8) PUBLIC NOTIFICATION. Award notification letters will be sent to awardees and State of Alabama District Representatives and Senators.

(9) CONSTRUCTION PROCESS. Grant funding by the State of Alabama will require that all projects comply with the laws of Alabama. Projects will be subject to Alabama bid laws and the rules and regulations of the Alabama Building Commission (Code of Ala. 1975, Section 41-9-142).

(10) COMPLETION REPORT. Upon completion of the grant project, APLS may conduct an on-site review and report the results to the APLS Executive Board, the Governor, and the Alabama Legislature.

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Statutory Authority: Code of Ala. 1975, §41-8-(1-8). Education Trust Fund Appropriation, Act 200-594.

History: New Rule: Filed March 28, 2001; effective March 2, 2001. **Repealed and New Rule:** Filed February 23, 2010; effective March 30, 2010.