

# Georgia Public Libraries Major Repair and Renovation Grant Program 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 that have deteriorated by action of the elements or wear and tear in use.
- Renovation – Work required to modify or 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 50%, within threshold limits (see below), of approved costs associated with major repairs and renovations of existing library facilities.
2. At the discretion of the GPLS director of library planning and construction, 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 May 1 of the previous fiscal year may be eligible for reimbursement.
3. Funds will be provided for projects that extend the life of the facility for a minimum of 10 years; new roofs and new HVAC systems will require a minimum of a 10-year warranty.
4. On re-purposing projects funds will not be provided for furniture purchases in excess of 20% of the total amount of the grant. Funds will not be provided for furniture purchases on non-repurposing projects.
5. At the discretion of the GPLS director of library planning and construction, up to 8% for design fees may be included in total project cost with 50% of that being eligible for reimbursement.
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 the insurance company stating cost of repair will be required for all reimbursements of this type.
7. Assurance of available local funds 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 \$1,000.
10. Specific financial threshold amounts per funding priority will be \$150,000.
11. A library system may submit more than one project per facility.
12. 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.

13. Libraries are encouraged to utilize a design professional for major projects, especially roof, structural and HVAC projects. For repairs due to catastrophic events, a professional study will be required.
14. Applicants must agree to complete all work on, or notify GPLS of the status of uncompleted work prior to, June 30 of the respective fiscal year.
15. Records shall be maintained in a manner consistent with generally accepted accounting practices. Records shall be preserved for five 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.
16. 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.
17. Evidence of state and/or local governmental support for this grant application is strongly recommended.
18. No MRR request will be considered without a completed grant application.

**Dates and Deadlines:**

The application period is rolling. Grants will be prioritized based on the **funding priorities** (see below) and the **date received** for the respective fiscal year.

Grants will be funded based on the funding provided by the state legislature.

**Funding Priorities:**

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| 1. General Structural Repairs             | 50/50 |
| 2. Roof Replacements and/or Repairs       | 50/50 |
| 3. HVAC Replacements and/or Repairs       | 50/50 |
| 4. ADA and Code Compliance                | 50/50 |
| 5. Lighting Retrofits                     | 50/50 |
| 6. Other (Flooring, Civil Upgrades, Etc.) | 50/50 |