

# 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.
- **Re-Purposing** – Work required to modify the original purpose of a library space in a public library facility in order that it may be effectively utilized for a new 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. 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 may require a minimum of a 10-year warranty.
3. At the discretion of the GPLS director of library planning and construction, up to 10% in design fees may be included in the total project cost with 50% of that being eligible for reimbursement.
4. Assurance of the availability of local funds for matching costs will be required.
5. Local purchasing procedures shall be followed for bidding, bonding, and contract award.
6. The minimum grant amount for any single project is \$2,000.
7. The financial threshold per funding priority will be \$150,000.
8. A library system may submit more than one project per facility.
9. Grant amounts will not be increased after the grant award is made. Any cost overages after grant awards are made must be covered with local funds.
10. Libraries are encouraged to utilize a design professional for major projects, especially roof, structural and HVAC projects.
11. For repairs needed due to catastrophic events, a professional study will be required.
12. 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.
13. 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.

14. If more projects are submitted than funds exist to cover the total amount of the grants requested, the priority ranking and the date the application was submitted will be used to allocate funds.
15. Evidence of state and/or local governmental support for this grant application is strongly recommended.
16. 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. An underwriter's letter from the insurance company stating cost of repair will be required for all reimbursements of this type.
17. All reimbursements shall adhere to the SOS Usage of Bond Proceeds.
- 18. No MRR request will be considered without a completed grant application from the Library System Director.**

**General Information (RE-PURPOSE GRANTS ONLY):**

1. Grant will pay up to 90%, within threshold limits (see below), of approved costs associated with the re-purposing of spaces in existing library facilities. (Repurposing grants will be reviewed on an application-by-application basis)
2. On re-purposing projects funds will not be provided for furniture purchases over 20% of the total amount of the grant. Funds will not be provided for furniture purchases on non-re-purposing projects.
3. The financial threshold per funding priority will be \$250,000

**ALL REPURPOSING APPLICATIONS WILL BE REVIEWED ONLY A FEW WILL BE ACCEPTED!**

**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:**

1. Repurposing	90/10
2. General Structural Repairs	50/50
3. Roof Replacements or Repairs	50/50
4. HVAC Replacements or Repairs	50/50
5. ADA and Code Compliance	50/50
6. Lighting Retrofits	50/50
7. Other (Flooring, Civil Upgrades, Etc.)	50/50

**Projects that include, in their respective design, sustainable elements may receive favorable consideration.**