

**REPORT OF THE  
LIBRARY BOARD  
THE LIBRARY OF VIRGINIA ON**

# **Public Library Construction Grant Funding in Virginia**

**TO THE GOVERNOR AND  
THE GENERAL ASSEMBLY OF VIRGINIA**



## **HOUSE DOCUMENT NO. 13**

**COMMONWEALTH OF VIRGINIA  
RICHMOND  
2001**

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Nolan T. Yelich, Librarian of Virginia  
Nelson Worley, Director, Library Development and Networking Division  
Robert Walsh, Buildings and Grants Consultant, Library Development and  
Networking Division



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THE LIBRARY BOARD

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To: The Honorable James S. Gilmore, III  
and The General Assembly of Virginia

Chapter 1073 of House Bill 30, Item 255, Number 14c directed the Library of Virginia, in the second year of the biennium, to develop a grant program for public library construction projects.

The enclosed document, "Public Library Construction Grant Funding in Virginia," describes the proposed process including timetable, criteria and regulations, evaluation components, application form, certification, and the assurances of compliance. The public library community participated in the development of this process and is pleased that the General Assembly has appropriated funding to implement a library construction grant program.

On behalf of The Library Board, I wish to submit this report for your review and consideration.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Ann Harmon".

Mary Ann Harmon



## **PREFACE**

Chapter 1073 of House Bill 30, Item 255, Number 14c, directed The Library of Virginia to develop a public library construction grant program. This report presents the application, review, and award proposal of The Library Board.



## **Executive Summary**

Chapter 1073 of House Bill 30, Item 255, Number 14c contains the following language: "The Library Board shall develop a grant program for public library construction projects. This item includes \$315,000 in the first year and \$450,000 in the second year from the general fund for construction grants. In the first year, The Library of Virginia shall make grants to the following libraries: Suffolk/Portsmouth (\$50,000) Covington/Allegheny (\$50,000); Dinwiddie (\$50,000); Buchanan County (\$50,000); Williamsburg (\$10,000); Charles City/New Kent (\$5,000); Rural Retreat (\$50,000); and Franklin County (\$50,000). By November 1, 2000, the Librarian of Virginia shall report to the Governor and the General Assembly on the process to be used in the second year for requesting funds and the criteria for allocating funds."

This document contains the grant application, review, and award process as approved by The Library of Virginia Board.

### **Background**

Historically, there has been no formal grant program for public library construction using state funds in Virginia. There was a federally funded program, the Library Services and Construction Act Title II, that assisted in public library construction, but the act was replaced with new legislation, the Library Services and Technology Act, containing no construction funds. In 1992 the Library of Virginia, as instructed by the General Assembly in House Joint Resolution No. 128 of the House Committee on Rules of the 1990 session, conducted a "Space Needs Study of Public Libraries in Virginia," published as House Document 5. That study was not replicated since the conditions and needs reported at that time continue.

The grant process contained in this document is a variation of the highly successful federal LSCA Title II program. The public library community has participated in this type of grant process, is familiar with the formats, and understands the highly competitive nature of the funding. The Library of Virginia Board will award the funds after reviewing the recommendations by the Public Library Construction Grant Advisory Committee. The members of that committee were selected to represent geographic, type of public libraries (county, regional, city), experience in library building programs, and library administration interests.





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**LIBRARY OF VIRGINIA  
PUBLIC LIBRARY CONSTRUCTION  
GRANT APPLICATION PACKET  
for FY 2002**



**LIBRARY OF VIRGINIA  
PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATION PACKET  
2002**

**APPLICATION PACKET CONTENTS**

**Checklist of Items Received:**

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**PUBLIC LIBRARY CONSTRUCTION GRANT  
TIMETABLE 2002**

January 2001	Library of Virginia appoints Construction Grant Advisory Committee.
February 1, 2001	Library of Virginia mails letter of invitation and timetable to public libraries.
March 1, 2001	Letter stating intent to apply and requesting full application packet due at Library of Virginia.
March 30, 2001	Application, including supporting documentation, due at Library of Virginia, 5:00 p.m.
April 2001	Library Development and Networking Division staff review applications for technical compliance.
April 2001	Library Construction Grant Advisory Committee reviews applications.
May 2001	Library Construction Grant Advisory Committee meets and recommends grant awards. (At meeting, applicants may make 15 minute oral presentations regarding projects.)
June 15, 2001	Library of Virginia Board receives recommendations and approves grant awards.
June 18, 2001	Library of Virginia notifies all applicants of Board action regarding grant awards.
October 1, 2001	Final drawings and specifications due at Library of Virginia, 5:00 p.m.
October 2001	Library Development and Networking Division staff reviews final drawings and specifications.
November 1, 2001	Library Development and Networking Division notifies applicants of final project approval.

**NOTE:** Construction contract must be awarded within the fiscal year after final approval by the Library of Virginia.





## **PUBLIC LIBRARY CONSTRUCTION GRANT CRITERIA AND REGULATIONS FOR ADMINISTRATION**

### **I. Criteria for Application**

Every public library regularly organized under the laws of the State of Virginia and meeting the minimum requirements of the The Library Board for state aid shall be entitled to apply for grants for the construction and remodeling of public library facilities. Funds made available may be allocated only to public libraries whose facilities and services are deemed inadequate.

A. Facilities and services are deemed inadequate when they fail to meet the following standards:

1. Library facilities should be within easy reach of every citizen. Maximum travel time to the library should be 15 minutes for urban areas and 30 minutes for rural areas.
2. All public library facilities should meet the minimum measures listed as Essential Guidelines in Planning for Library Excellence.

B. Assurance must be given that local matching funds, equal to at least 50% of the cost of the project, are available for expenditure. These must be public funds deposited to a library building account and may include contributions from private organizations or individuals.

C. Evidence must be provided to show a regular and continuous source of income sufficient to operate the new facility. A headquarters library must be open at least 40 hours a week and branch libraries must be open at least 20 hours a week.

D. The construction project must be adequate to meet the projected space, program, and accessibility needs of the community for which it is intended for at least the next 10 years.

### **II. Priorities for Grant Awards**

A. Priorities will be given to projects from the following:

Areas without library facilities necessary to provide adequate library services, as defined in Planning for Library Excellence.

B. Allocation of state funds will not exceed 50% of the total cost of the project. However, all grant awards, irrespective of priorities, may be prorated uniformly in order to use funding to the best advantage.

### III. Project Costs for Grant Computations

#### A. Eligible costs, which may be used to match state funds, are:

1. Site acquisition.
2. Construction of new buildings to be used for public library facilities.
3. Acquisition, expansion, remodeling, and alteration of existing buildings to be used as public library facilities. Remodeling to accommodate access for handicapped persons, to ensure safe working environments and to conserve energy, and/or new technologies is eligible.
4. Architectural, engineering, and inspection expenses incurred after site selection.
5. Site grading and improvement of land on which facility is to be located, including demolition.
6. Expenses relating to the acquisition and installation of initial equipment to be located in the public library facility, including all necessary building fixtures and utilities, office furniture, and public library furniture and equipment.

#### B. Ineligible costs, which may not be used to match state funds, are:

1. Expenditures for public library construction which are not under the supervision of the Library of Virginia.
2. Expenses for library materials (books, periodicals, films, audio/video recordings, etc.).
3. In-kind donations.

### IV. Payment Schedule:

After The Library Board determines the grant awards, and after the Library of Virginia approves the final working drawings, the library shall request the final award amount from the Library of Virginia.

### V. Project Management

#### A. Planning

1. A written library building program, including preliminary architectural drawings, must be submitted with the application. The program outlines the services and functions of the library and indicates space requirements and relationships of various areas of the building. This includes a description of the proposed site with map or sketch showing location. The site and the building plans must be approved by the Library of Virginia.

2. The project must be undertaken in an economic manner and will not be elaborate or extravagant in design or materials.
3. Construction must begin within the fiscal year in which the grant is awarded.
4. The locality must comply with special requirements of law, program requirements, and other administrative requirements in accordance with state regulations. (See Assurance of Compliance document for specific citations.)
5. The locality must comply with local and state codes with regard to fire and safety; in situations where local and state codes do not apply, recognized codes must be observed.

**B. Title**

Title to any land for site and title for any building constructed must be in the name of the county/municipal government or the legally appointed public library board to insure the grantee's undisturbed use and possession of the facilities for fifty years or the useful life of the facilities, whichever is longer.

**C. Bidding**

1. The final working drawings and specifications must be submitted to the Library of Virginia for final approval before the project is placed on the market for bidding. A representative of the Library of Virginia must be present at the bid opening.
2. All construction contracts must be awarded to the lowest qualified bidder on the basis of open competitive bidding.

**D. Contracts**

1. A copy of the agreement between the local governing board and the architect must be submitted with the application. The architect must be employed throughout construction.
2. All contracts must comply with the Virginia Public Procurement Act (Code of Virginia, 11.35-80).
3. The locality will not enter into a construction contract(s) or undertake other activities until the special requirements of law, program requirements, and other administrative requirements in accordance with state regulations have been met. (See Assurance of Compliance document for specific citations.)

**E. Building Construction**

1. The facility must comply with all special requirements of law, program requirements, and other administrative requirements in accordance with state regulations. (See Assurance of Compliance document for specific citations.)
2. The facility must display in a prominent place the International Symbol of Access for the Handicapped.
3. The facility must continue to be devoted to public library purposes. All library services provided in a building constructed, expanded, remodeled, or altered under the plan are required, by regulation of the Library of Virginia, to be available free of charge and without discrimination to all residents of the area served. Whenever the facility ceases to be used for the intended purpose, the Library of Virginia will be notified. Should the facility cease to be used for the intended library purpose within twenty years, the Library of Virginia Board can call for reimbursement of the state portion.
4. The sites of all construction projects shall display a sign stating that "State funding for this facility is provided in part by a library construction grant as granted by the Library of Virginia." When specifications call for a plaque in the completed building indicating the date of completion and source of funds, state funds must be noted.

#### F. Inspection

1. Architectural or engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms to the approved plans and specifications. Representatives of the Library of Virginia will have access at all reasonable times, for the purpose of inspection, to all construction work being done under the grant; the contractor will be required to facilitate such access and inspection.
2. The locality will furnish progress reports and such other information relating to the proposed construction as required by the Library of Virginia.

#### VI. Procedure for Administration of Applications

- A. The applicant submits its application to the Library of Virginia on the forms supplied and in accordance with the instructions supplied.
- B. Applications are reviewed for:
  1. Conformity with criteria, policies and procedures as stated herein.
  2. Submission of the required supporting documents.
- C. The Library of Virginia approves/disapproves the project application, including the building program statement and schematic drawings.

- D. The Library Construction Grant Advisory Committee reviews the grant applications and makes recommendations for funding to The Library Board. The Library Board takes action on those recommendations.
- E. Amendments to approved projects must be submitted to the Library of Virginia for approval.

## VII. Evaluation Procedure

The Library Construction Grant Advisory Committee will use the following criteria to judge library construction grant applications, tying their evaluation strongly to the factors of need and readiness, the completeness of the application documents, and the amount of local funding in hand. In addition, they will evaluate the construction grant applications in light of the State standards as published in Planning for Library Excellence. The evaluation form is attached for your information.



Reviewer \_\_\_\_\_ Project No. \_\_\_\_\_

Library \_\_\_\_\_ Total Points \_\_\_\_\_

- |  |  |
|--|--|
| _____ Need                                       | 20 = need for facility demonstrated and documented<br>0 = alternative means of fulfilling need exist             |
| _____ Readiness                                  | 15 = project could proceed immediately<br>0 = project would be significantly delayed                             |
| _____ Building program and application documents | 10 = everything fully developed<br>0 = incomplete and undeveloped  |
| _____ Funding                                    | 10 = all local money in hand<br>0 = less than 10% of local money in hand   |
| _____ Size                                       | 5 = square feet exceeds the median for its profile<br>0 = facility size is well below the median for its profile |
| _____ Volume capacity                            | 5 = exceeds the median for its profile<br>0 = falls way below the median for its profile                         |
| _____ Parking                                    | 5 = meets 1.5 sq. ft. of parking for each sq. ft. of library<br>0 = no dedicated library parking                 |
| _____ Design                                     | 5 = arrangement of functions makes good working library<br>0 = design interferes with library operations         |
| _____ Site and location                          | 5 = within appropriate driving times<br>0 = not within times   |
| _____ Efficiency and space utilization           | 5 = design uses space well<br>0 = design is wasteful of space  |
| _____ Cost                                       | 5 = building and its furnishings and finishes are cost effective<br>0 = the design is extravagant                |
| _____ Operations                                 | 5 = library has the yearly monies to operate the new facility<br>0 = monies may not be available                 |
| _____ Technology                                 | 5 = building anticipates current and future technologies<br>0 = buildings systems inadequate                     |

Comments:





**LIBRARY CONSTRUCTION GRANT  
INSTRUCTIONS FOR APPLICATION**

Ten copies of all of the following items must be received by the Library of Virginia no later than 5:00 p.m., Friday, March 30, 2001. At least one copy must bear original signatures, preferably in blue ink. All copies must be complete. An application must be made for each construction project. Submit proposals to:

Mr. Robert R. Walsh,  
Library Buildings and Grants Consultant  
Library Development and Networking Division  
The Library of Virginia  
800 East Broad Street  
Richmond, Virginia 23219

- I. Completed and signed application form.
- II. Required accompanying material:
  - A. Brief narrative description of the project, focusing on the service goals.
  - B. Narrative description of how the project and the service programs it provides fit the library's long-range plans.
  - C. Schematic design documents, prepared by the project architect, including the following:
    1. Site plan, to scale, with diagram indicating building relationships.
    2. Vertical sections showing elevations.
    3. Scale drawings of all floor plans, including furniture and equipment.
    4. Sketch of the exterior of the proposed building. Elevation sketch (minimum); perspective sketch (desirable).
    5. Outline specifications. (Brief description of work. Indicate any unusual utility service required.)
  - D. Signed Assurance of Compliance form.



Application Number:	_____
Date Received	_____

**LIBRARY CONSTRUCTION GRANT  
CONSTRUCTION FUND PROGRAM**

**APPLICATION**

**DATE:** \_\_\_\_\_

The applicant, a library organized under the code of Virginia and eligible for state aid allotments, hereby applies for state funds from the allotment made available by the Commonwealth of Virginia for the construction and equipment of the public library facility described below.

**I. Applicant information**

**A. Legal name of applicant library:** \_\_\_\_\_  
\_\_\_\_\_

**B. Address of applicant library:** \_\_\_\_\_  
\_\_\_\_\_

**C. Name of library director:** \_\_\_\_\_

**D. Name of authorized representative of library board of trustees or other governing authority:**  
\_\_\_\_\_

**E. Name of fiscal officer:** \_\_\_\_\_

**F. Address of fiscal officer:** \_\_\_\_\_  
\_\_\_\_\_

II. Proposed project

A. Description of project (check applicable answers and supply requested information)

1. \_\_\_\_\_ The building will be used as headquarters.
2. \_\_\_\_\_ The building will be used as a branch.
3. \_\_\_\_\_ New library building of approximately \_\_\_\_\_ sq. ft.
4. \_\_\_\_\_ Existing library building of \_\_\_\_\_ sq. ft.  
constructed in \_\_\_\_\_ (year) will be:

\_\_\_\_\_ Remodeled to add \_\_\_\_\_ sq. ft.

\_\_\_\_\_ Enlarged by an addition of \_\_\_\_\_ sq. ft.

\_\_\_\_\_ Remodeled for access by physically handicapped persons.

B. Geographic location of building (street address, lot location, etc.): \_\_\_\_\_  
\_\_\_\_\_

C. A copy of the building program is attached.

Yes \_\_\_\_\_ No \_\_\_\_\_

D. Title to the site and to the building to be constructed is/will be held by \_\_\_\_\_

(county/municipal government or legally appointed library board)

E. Estimated timetable

1. Date to begin project construction: \_\_\_\_\_

2. Date to complete construction: \_\_\_\_\_

F. Area and population served

1. Describe the area which the building will serve, i.e., name(s) of city(ies), town(s), and/or county(ies) or portions thereof:  
\_\_\_\_\_  
\_\_\_\_\_

2. 2000 U.S. Census population of the area (or latest population estimate from the Center for Public Service):  
\_\_\_\_\_

3. Current estimate of population: \_\_\_\_\_  
Source of estimate: \_\_\_\_\_

4. Virginia legislative districts of the area as described above:  
 Senate \_\_\_\_\_ House \_\_\_\_\_

G. Estimated book and seating capacity, before and after project

	Before	After
1. Volume capacity	_____	_____
2. Seating capacity (reading only)	_____	_____
3. Seating capacity, (meeting only)	_____	_____

H. Hours per week the building will be open for services: \_\_\_\_\_

III. Financial support

A. Estimated operating income available for use of facility upon completion (round to nearest dollar). Give name of each county/municipal government and its allocation:

1. Total county/municipal government appropriation	\$	_____
2. Endowment		_____
3. Monetary gifts		_____
4. Other (specify) _____		_____
<b>TOTAL</b>	<b>\$</b>	_____

B. Past and present financial support of library (round to nearest dollar)

	FY 1999/2000 Expenditures	FY 2000/2001 Budget (approved)	FY 2001/2002 Budget (projected)
1. Library materials	\$ _____	\$ _____	\$ _____
2. Salaries and benefits	\$ _____	\$ _____	\$ _____
3. Operating costs	\$ _____	\$ _____	\$ _____
4. Other (specify)	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

IV. Project Costs

A. Estimated and incurred costs (round to nearest dollar)

	Estimate	Amount Incurred	Date Incurred
1. Purchase of existing building	\$ _____	\$ _____	_____
2. Site acquisition	\$ _____	\$ _____	_____
3. Construction, including site preparation	\$ _____	\$ _____	_____
4. Initial equipment and furniture	\$ _____	\$ _____	_____
5. Architect's fees and related costs	\$ _____	\$ _____	_____
6. Legal costs	\$ _____	\$ _____	_____
7. Other, e.g., local audits, bid advertisements (specify):	\$ _____	\$ _____	_____
<b>TOTAL</b>	\$ _____	\$ _____	_____

B. Local funds available to applicant at time of application (round to nearest dollar):

1. Cash or appropriation	\$ _____
2. Negotiable or non-negotiable securities	\$ _____
3. Bonds sold	\$ _____
4. Other (specify) _____	\$ _____
<b>TOTAL LOCAL FUNDS</b>	\$ _____

V. Request for Public Library Construction Grant funds

1. Amount of state construction grant funds requested (round to nearest dollar) \$ \_\_\_\_\_
2. State share of total estimated cost of project (not to exceed 50%) \$ \_\_\_\_\_

C. State the method of providing funds if additional funding is needed: \_\_\_\_\_  
 \_\_\_\_\_

- VI. It is agreed that The Library Board will act only as agent for the supervision and expenditure of the funds and can in no way commit the Commonwealth of Virginia for any liability for state or local funds not made available for this project.
- VII. It is agreed that the amount of the state grant approved by The Library Board is the maximum amount to be made available to the locality for this project. If the total costs fall below the estimates, the grant will be reduced accordingly. If the total costs exceed the estimates, the locality will assume liability for the overage.
- VIII. Library construction grant applications are judged, in part, by their compliance with measures included in Planning for Library Excellence. Please compute the following for the proposed new facility:

What is the library's planning profile? \_\_\_\_\_

What is the median square footage for this planning profile? \_\_\_\_\_

What is the square footage of the proposed facility? \_\_\_\_\_

What is the median collection size for the planning profile? \_\_\_\_\_

What is the collection capacity for the proposed facility? \_\_\_\_\_

Square footage of library X 1.5 = \_\_\_\_\_

Square feet of library parking = \_\_\_\_\_

Maximum driving time to library = \_\_\_\_\_ minutes

Project cost estimate divided by square footage = \_\_\_\_\_

Certification of Application

The undersigned representative of the locality certifies that statements made and contained herein are true to the best of his knowledge, and understands that when approved by all parties this application becomes a contract between the Library of Virginia and the applicant.

Signed \_\_\_\_\_  
Chairman of Library Board or Other Governing  
Authority Authorized to Execute a Contract  
for the Locality

Subscribed and sworn to before me, a Notary Public, in and for the  
STATE OF VIRGINIA  
County/City of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Notary Public \_\_\_\_\_

**TEN COPIES ARE DUE AT THE LIBRARY OF VIRGINIA**  
**BY 5:00 P.M., FRIDAY, MARCH 30, 2001.**



LIBRARY OF VIRGINIA  
LIBRARY CONSTRUCTION GRANT APPLICATION  
ASSURANCE OF COMPLIANCE

The undersigned hereby gives assurance that the applicant \_\_\_\_\_  
\_\_\_\_\_ (name of library) will comply with the  
following regulations:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. (Attached evidence - copy of minutes or letter from governing authority stating specific action.)
2. It has sufficient funds available to meet the local share of the cost for the approved project. (Attached evidence - copy of financial statement or letter from fiscal officer/governing authority.)
3. It will have available sufficient funds when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable state, and local agencies for the maintenance and operation of a public library.
4. It will obtain the approval of the Library of Virginia of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project to final completion in accordance with the approved plans; that it will submit to the Library of Virginia for prior approval changes that alter the costs of the project, use of space, or functional layout.
5. It will give the Library of Virginia, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant. It will furnish progress reports and such other information as the Library of Virginia may require.
6. It will notify the Library of Virginia should the facility, within 20 years after completion of the project, cease to be used as a public library facility.

7. It will require the facility to be designed and constructed to comply with the American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped, Number A117.1-1961, as modified (Attach evidence -- letter from architect.) The facility shall display in a prominent place the international symbol of access for the handicapped.
8. It will comply with federal, state or local occupational safety and health codes, whichever is the most stringent.
9. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications.
10. It will not dispose of or encumber its title or other interest in the site and facilities during the period of interest (20 years), or the useful life of the facilities, whichever is longer.
11. It will not use as matching funds expenses for the acquisition of an existing building and/or land, architect's fees, and/or preliminary planning, incurred earlier than three fiscal years prior to the date of approval of the project by the Library of Virginia.
12. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the Library of Virginia that funds have been awarded and that the project will be prosecuted to completion with reasonable diligence.
13. It will comply the State Procurement Act, to advertise and bid for equipment, supplies, construction, and other services whose cost is borne in whole or in part as a direct cost by state grant funds; and, any applicable state and local laws and regulations governing construction by municipal/county governments.
14. It will display at the construction site a sign stating: "State funding for this facility is provided in part by a Commonwealth of Virginia construction grant as granted by the Library of Virginia." If specifications call for a plaque in the completed building indicating the date of completion and sources of funds, the applicant must note on the plaque that funds were provided under the grant.
15. It will require, in the construction contract, the contractor to furnish performance and payment bonds, the amount of which shall be not less than 100% of the contract price, and to maintain during the life of the contract adequate fire, workmen's compensation, public liability and property damage insurance.

16. It will assure that when issuing statements, press releases, requests for proposal, bid solicitations, and other documents describing projects or programs funded in whole or in part with state construction grant money that these will clearly state the percentage of the total cost of the program or project financed with state money, the total dollar amount of state funds for the project and program, and that this state grant was awarded by the Library of Virginia. At all ceremonies and other public occasions, including but not limited to bid openings, ground breakings, and dedications, the total dollar amount, the percentage, and the source of the state grant shall also be referenced in any written or spoken presentations.
17. It will comply with all applicable requirements of all other state laws, executive orders, regulations and policies governing this program.

In the event the applicant does not comply with the terms of the agreement and these assurances, the applicant will be given written notification of such noncompliance by the Library of Virginia. The applicant may appeal for reconsideration by giving written evidence of compliance within twenty (20) days following receipt of such notification. In the event such appeal is not granted, the Library of Virginia will terminate the agreement and require the repayment of improperly expended funds.

Date \_\_\_\_\_  
 Signed \_\_\_\_\_  
 Chairman of Library Board or Other  
 Governing Authority Authorized to  
 Execute a Contract for the Locality

\_\_\_\_\_  
 Name of Applicant Library  
 \_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 City, State, Zip Code

**THREE COPIES ARE DUE AT THE LIBRARY OF VIRGINIA  
 WITH APPLICATION BY 5:00 P.M., FRIDAY, MARCH 30, 2001.**

