



Massachusetts Public Library

Construction Grant Round

General Outline of Requirements and Procedures

This outline provides a snapshot of the requirements and procedures necessary to qualify for the Massachusetts Public Library Construction Program (MPLCP) general construction grant round. Applicants are advised to read and understand Program Regulation 605 CMR 6.00, and not view this document as containing all necessary information. Each construction grant round cycle is dependent on capital bond bill funding. For more complete information, program regulations are available at mbc.state.ma.us/grants/construction/regulations

Eligibility

- Applicants. To be an eligible applicant a library must:
 - Have an approved long-range plan and current annual action plan on file at the Massachusetts Board of Library Commissioners; municipalities with multiple libraries must have a comprehensive plan for library service.
 - Not have received a Public Library Construction Program or Federal Library Services and Construction Act Title II grant award within the preceding 20 years. Some exceptions may apply.
 - Submit only one application per grant round; in the case of multiple libraries, only one authorized library may apply per municipality.
- Projects. To be an eligible project you must:
 - Have a written building program based on a 20-year planning horizon; the building program must be completed before the hiring of an architect
 - Hire an owner's project manager and architect following state qualification-based selection procedures
 - Conduct a site investigation and submit a report of the investigation with the application
 - Have ownership of a building site or a 99-year lease
 - Have a design based upon and correlated with a written library building program
 - Have an estimated project budget done by an independent cost estimator

Types of Projects

- New Construction
- Addition/Renovation
- Joint Public Library
- Renovation

Letter of Intent

- Submit on required forms and send attachments
- Attachments:
 - Document that a qualified owner's project manager and a registered Massachusetts architect have been hired using qualification-based selection procedures
 - Building program

Application Requirements

- Submit completed application
- Meet all assurances listed in 605 CMR 6.05 (2) (c)
- Use accepted professional guidelines and standards for library design
- Submit attachments listed but not limited to:
 - Building program
 - Schematic drawings
 - Project budget
 - Site plan
 - Subsurface soil analysis
 - Hazardous Material Survey Report
 - Topographical Survey
 - Map showing existing and, if different, future library site
 - Proposed project timeline and funding plan
 - Statement of need
 - Pictures of site and building
 - Copy of Massachusetts Historical Commission (MHC) Project Notification form as submitted to the MHC
 - Project plan for libraries serving populations of 50,000 or more that are proposing phased projects
 - Management plan for libraries with joint project proposals
 - Latest version of LEED project checklist for new construction and major renovation if applying for Green Library Incentive

Application Review and Recommendations for Funding

- All applications are reviewed and ranked by teams made up of five independent reviewers
- Priorities used in making funding recommendations:
 - Review and ranking of applications by review teams
 - Need factor as determined by the state's EQV (equalized valuations) and Department of Revenue income figures
 - Distribution by community size of all projects reviewed for the grant round
 - Joint library project applications
 - Availability of authorized funds
- The Massachusetts Board of Library Commissioners considers recommendations and approves libraries to either be:
 - Awarded a provisional grant award pending confirmation of local funding within six months, or
 - Placed on a waiting list if funds are not yet authorized
- Libraries not recommended for funding may revise and resubmit their applications within six months or submit an application in a future grant round

Green Incentive

A Green Library Incentive is offered to qualifying libraries that achieve US Green Building Council LEED certification and submit documentation confirming certification after project completion.

Technical Assistance

For more information on this grant process or help in reviewing and commenting on library plans and designs contact MBLC library building consultants at **1-800-952-7403**

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For more information, please see our resource guides:
guides.mblc.state.ma.us/construction/about

Massachusetts Board of Library Commissioners

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