



Building Forward: Library Facility Improvement Program

Round Two

Frequently Asked Questions

Updated May 12, 2023

These FAQs will be updated as questions are submitted. Questions not addressed below should be emailed to BuildingForward@library.ca.gov by 12:00 pm noon PST on May 12, 2023.

The Application & Eligibility

The guidelines state that the maximum grant award is \$10 million. If our city/county/library district has multiple library facilities, are we limited to \$10 million total for all sites?

No. If a city/county/library district has multiple facilities, it may apply for up to \$10 million in grant funds for each facility. The maximum award for a specific site is \$10 million.

The Round Two project type categories do not fit my proposed project. Can you change or add a category?

The Building Forward grant program application is currently open, and we are unable to modify any of the questions. Please choose the project type that you feel most closely aligns with your proposed project. Your choice of primary project type will not influence the funding decision.

Will you review my application before it's submitted?

No. We cannot review applications or comment on specific projects until awards have been announced.

If a facility benefited from funding in Round One, may a Round Two application be submitted for the same facility?

Yes. The cumulative maximum award per facility for Rounds One and Two is \$10 million.

If we submitted an application in Round One and did not receive funding, will it automatically be considered for funding in Round Two?

No. A new Round Two application must be submitted.

If my organization submitted a Statement of Interest for a project, does our application for Round Two need to be for that project?

No. Applicants are not bound to the project submitted in response to the Statement of Interest.

My library is owned by the city and operated by the county. Which entity should submit the application?

The entity that will directly oversee the project and administer grant and matching funds must submit the application.

My jurisdiction (city/county/special library district) is responsible for operating the library and overseeing the project, but the library is technically a branch of a different jurisdiction. Does the county librarian need to be involved?

The application asks whether the library director is aware of the application and project. This question is required. The extent to which individuals are involved at the local level is a local decision.

There is a question on the application form asking whether a property is leased. What does the term "lease" include?

In this context, "lease" includes traditional leases, memorandum of understanding intended to be a lease or memorandum of understanding that is binding, joint use agreements, and similar contractual agreements between the property owner and facility operator. If one of these contractual agreements applies to the property that will be improved by the proposed project, this information must be disclosed as part of the application. This applies to both property and ground leases.

Are college, university, or law libraries eligible to apply?

No. Eligible projects must focus on facilities operated as a public library according to the California Education Code, sections 18010 through 20092 and California Code of Regulations, Title 5, Division 2 and provide all the following: An organized collection library materials, paid staff, separate quarters, and regularly scheduled hours for being open to the public for a period of not less than 10 years following completion of the grant period.

Can I apply if my project is already in progress?

Yes. However, if awarded, the scope of the grant-funded project must be limited to work that would begin after the grant start date. The grant start date is the date upon which the grant agreement has been fully executed by the grantee and the State Library.

My city is applying to construct a new library. Multiple sites for the library are under consideration. If awarded, can the city change the location after award?

No. In the event a grant is awarded, the location may not change.

Priorities, Projects & Allowable Costs

Is Building Forward Round Two the same as Building Forward Round One?

While the focus remains on funding projects to improve public library facilities serving high poverty areas of the state, a number of changes have been made for Building Forward Round Two, including:

- New application questions, including specific questions based on project types.
- Broadened funding priorities to include projects that improve energy efficiency, sustainability, and expand digital and physical access.
- New Local Income Per Capita categories informing local match requirements.

Applicants should read all Round Two application materials for full information about the program's priorities, eligible projects, and allowable costs.

How are high poverty areas determined?

High poverty areas of the state are determined using the California Poverty Measure, an index based on methodology developed by the Public Policy Institute of California in partnership with the Stanford Center on Poverty and Inequality. Information on the California Poverty Measure can be found here:

<https://www.ppic.org/publication/poverty-in-california/>. The most recent California Poverty Measure data for libraries can be found on the Building Forward webpage: <https://www.library.ca.gov/grants/buildingforward/>.

Is there a deadline by which funds must be spent?

Yes. All grant-funded work must be completed by June 30, 2027.

What if my project cannot be completed within the grant period?

All grant funded work must be completed by June 30, 2027. Applications for projects that cannot be completed by June 30, 2027, will be deemed ineligible. Please note: Applicants may apply for funding for subprojects of a larger project. These subprojects must be completed by June 30, 2027.

What if additional and unexpected work is required to complete the project resulting in the need for additional funds?

We understand that unexpected costs are common with construction projects. We recommend factoring contingency funds into your original budget. Contingency funds may be not more than 10 percent of the total costs of project outputs (not including any grant administrative costs).

My project incorporates components that can be funded through the California Library Connect grant program. Should I separate out these components and apply to the California Library Connect grant or can I apply for all components through the Building Forward grant?

We recommend you apply to the grant program that best aligns with the focus of the project. If project components can be easily separated, or the project only includes

components related to digital service improvements, applicants should apply to the California Library Connect grant program at: <https://californialibraryconnect.org/>.

Can grant funds be used to purchase a building?

No. Grant funds may not be used for building purchase and/or land acquisition.

Allowable Expenditures

Is a contingency an allowable cost?

Yes, a contingency is recommended. The maximum amount is 10 percent of the total costs of project outputs (not including any grant administrative costs).

Are grant administrative costs allowable under this grant?

Yes, grant administrative costs up to 10 percent of the project subtotal (project expenses and budgeted project contingency) are allowed.

Are indirect costs allowable under this grant?

No.

Are contractor burden, escalation, and contingency in addition to the 10 percent maximum allowed?

No. These are not allowable expenditures and should not be included in the project budget.

Is a project/construction manager or developer to oversee and execute the project an allowable cost?

Yes.

What is the difference between administrative costs and project/construction management costs?

Administrative costs are specific to staff time spent administering the grant (e.g., tracking costs, preparing reports, responding to inquiries). Project/construction costs performed, whether performed in-house or by a third party, are specific to management of project implementation (e.g., coordinating project schedule, overseeing contractors).

Will bids or estimates be required with the application?

No. However we reserve the right to request this information as needed, and itemized documentation should be kept on file and ready to submit upon request to the State Library for necessary reporting, internal auditing, or verification.

What are the requirements for procuring goods or services? Is a formal Request for Proposal or bidding process required?

Grantees must follow their organization's policies and procedures regarding procurement, as well as all applicable local, state, and federal policies and procedures regarding procurement and contracting.

Are contractors subject to the same requirement as the applicant/grantee, in terms of insurance coverage, for example?

Yes, a grantee's contractors are subject to the same State rules and regulations that apply to the grantee.

Are defibrillators and hygiene vending machines allowable costs?

No.

Local Match Requirement

Would an in-kind or a non-cash contribution be considered toward the required local match?

No. The local match must be a direct cash contribution.

My organization has a Local Operating Income Per Capita (LIPC) that is eligible for a reduction of the match requirement. Is my local match requirement automatically reduced?

No. Reduction or elimination of the required match is not automatic. Based upon LIPC level, you may request to have your required match reduced when submitting your application. Upon review, your request for a match reduction may be granted, partially granted, or not granted. Current LIPC data is available on:

<https://library.ca.gov/grants/buildingforward>.

How should I create a budget if I am not sure whether my match reduction request will be approved?

Submit your application based upon the requested match reduction. If your match request is granted or partially granted, you will have an opportunity to update your budget document.

What are allowable sources for matching funds?

Funds may come from most other sources but must represent a direct "cash" match. General funds, reserve funds, bond funds, borrowed funds, other grant funding, and Federal funds would all be acceptable sources for the grant matching funds. However, because Building Forward is funded with State funds, other State funds cannot be included in the match. Applicants are required to identify all funding sources in their application.

How will match funds need to be documented?

If awarded, a letter from your chief financial officer, finance director, or similar attesting to the availability of match funds will be required before grant funds are disbursed. Any additional documentation related to match funding or expenditures should be kept on file and ready to submit to the State Library upon request for necessary reporting, internal auditing, or verification.

When are we required to expend match funds?

Match funds must be expended at the same rate as grant funds. Proof of match-funded expenditures should be retained and may be required as part of grant reporting.

We are eligible for a 25 percent reduction in the local match requirement. Does that mean that when I create my project budget, my local match amount would be 25 percent of the project's total cost?

No. The grant requires a dollar-for-dollar local match, and you would be eligible for a 25 percent reduction of the required local match. This means that every dollar of grant funds contributed to your project must be met with 75 cents of local matching funds. The simplest way to calculate this would be to take the project's total cost and multiple it by .43 to determine the local match required, the remainder of the total would be funded by the grant. For example:

Project Total: \$1,000

Local Match Required: \$430 (1000*.43=430)

Grant Award: \$570 (1000-430=570)

See below for details on other match reduction levels:

- Level 1 LIPC levels are eligible for a 100 percent reduction in the local match requirement, meaning that no local match funding would be required.
- Level 2 LIPC levels are eligible for 75 percent reduction in the local match requirement, meaning that every dollar of grant funds must be met with 25 cents in local match funding. To calculate the local match needed, multiple the total amount by .20.
- Level 3 LIPC levels are eligible for 50 percent reduction in the local match requirement, meaning that every dollar of grant funds must be met with 50 cents in local match funding. To calculate the local match needed, multiple the total amount by .3333.
- Level 4 LIPC levels are eligible for 25 percent reduction in the local match requirement, meaning that every dollar of grant funds must be met with 75 cents in local match funding. To calculate the local match needed, multiple the total amount by .43.
- Level 5 LIPC levels are not eligible for a reduction in the local match requirement, meaning that every dollar of grant funds must be met with a dollar in local match funding. To calculate the local match needed, multiple the total amount by .50.