



**Building Forward: Library Infrastructure Grant Program  
Guidelines and Application Requirements  
2022**

*Applications due no later than March 21, 2022 at noon*

*Questions should be emailed to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov) by 5 pm on March 14, 2022*

## Introduction

This document provides an overview of the Building Forward Library Infrastructure Grant Program, the program guidelines, and application process.

### ABOUT THE CALIFORNIA STATE LIBRARY AND LIBRARY DEVELOPMENT SERVICES BUREAU

The California State Library promotes the development and growth of public libraries throughout California by providing funding, access to resources, and ongoing technical assistance.

The Library Development Services Bureau of the State Library supports this mission by administering State and Federal grant programs; developing statewide programs and initiatives; fostering interagency collaboration; and facilitating interagency resource and information sharing.

The State of California Budget Act of 2021 (SB 129, Chapter 69, Statutes of 2021) allocated \$439 million in one-time funds to the California State Library to address life safety and critical maintenance needs of public library facilities throughout California. This grant program “prioritizes funding for local libraries located in high poverty areas of the state”. If funding is available, other library infrastructure projects may be considered.

## Program Overview

### AVAILABLE FUNDING

A total of \$439 million in competitive grant funding is available to cities, counties, or library districts for projects related to “life safety, critical maintenance and infrastructure” needs. If funding is available, other library infrastructure projects may be considered. However, funding requests are expected to exceed funds available through this grant opportunity.

### MAXIMUM AWARDS

The maximum grant amount per library facility is \$10 million.

### MATCH REQUIREMENTS

A dollar-for-dollar match is required. Applicants may request a reduction in the required match based on certain conditions (See Page 5 for more information).

### FUNDING PRIORITIES

Pursuant to SB 129, funding will be prioritized for the following:

- Projects addressing “life safety and other critical maintenance and infrastructure projects”; and
- Projects “located in high poverty areas of the state”.

Other library infrastructure projects may be considered “only if funding remains after supporting life-safety and other critical projects”.

The California Poverty Measure will be used to prioritize projects in high poverty areas of the state. The California Poverty Measure for each library facility can be found online at:

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

## FUNDING ROUNDS

Grant funds will be awarded in multiple rounds. **Deadlines**

Round 1: Questions should be submitted by 5 pm on March 14, 2022 to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov). Applications are due by noon on March 21, 2022.

The deadline(s) for subsequent rounds will be posted online when available. *Applications not awarded in Round 1 will automatically be considered during the next round. Award of a grant is not guaranteed.*

For all rounds, grant funds must be expended by March 31, 2026.

## HOW TO APPLY

Applications will be accepted online at: <https://www.library.ca.gov/grants/buildingforward>. The authorized representative for the applicant organization must certify that the information in the application is correct and true at the time of application submission. **Note:** If funding is awarded, an authorizing resolution from the applicant organization's city council, executive board, or other governing body is required prior to executing the grant agreement.

## QUESTIONS & CONTACT INFORMATION

Questions should be submitted in writing by email to [BuildingForward@library.ca.gov](mailto:BuildingForward@library.ca.gov) by 5 pm on March 14, 2022. Answers will be added to the FAQs at: <http://www.library.ca.gov/grants/buildingforward>. Applicants are encouraged to check the FAQs regularly for updates.

## Eligibility

### ELIGIBLE APPLICANTS

Applications may be submitted by cities, counties, or library districts on behalf of local library jurisdictions or facilities under their jurisdiction. Library-related nonprofit organizations such as "Friends" groups, are not eligible applicants. One application per library facility will be accepted. Cities, counties, or library districts seeking funding for multiple outlets must submit an application for each facility.

### ELIGIBLE & PRIORITY PROJECT TYPES

Applications for any library facilities-related project are welcome. Priority will be given to projects supporting libraries "located in high-poverty areas of the state", and to projects that directly address life safety and/or critical maintenance needs and critical infrastructure.

For the purposes of this grant, **life safety projects** are defined as those that address significant health and safety risks to patrons or staff using a facility. This includes any physical aspect of the facility, its building systems, or equipment essential to emergency response situations specific to the library facility.

Examples include, but are not limited to:

- Fire suppression systems/fire pumps
  - For example: Fire and gas detection, sprinklers, stairwell pressurization, emergency egress

- Security systems and safety features
  - For example: Cameras, security/emergency lighting, safe rooms, emergency wayfinding signage
- Emergency communication systems
- Air filtration systems
- Repairs to eliminate hazards and passive risk to individuals
  - For example: Tripping or slipping
- Backup power supply needed for emergency purposes

For the purposes of this grant, **critical maintenance and critical infrastructure projects** are defined as those needed to keep existing facilities, building-related structural components, and related building systems suitable for public use and compliant with all prevailing codes, rules, regulations, and standards governing their usage, such as the Americans with Disabilities Act.

Examples include, but are not limited to:

- Necessary repair or replacement of essential building systems:
  - HVAC and air filtration
  - Utilities and telecom
  - Energy management
  - Water and gas lines
- Repair or replacement of broken or nonfunctioning essential building components
  - For example: Locks, windows, elevators, and doors
- Seismic retrofit
- Inclusive access
- Roof replacement and/or foundation repair
- Mold abatement and remediation
- Asbestos abatement
- Deep cleaning or repairs related to water damage, fire/smoke damage, insect damage, or wood rot

All projects not meeting the above definitions of life safety, critical maintenance and/or critical infrastructure will be considered non-critical. Examples of **non-critical projects** include but are not limited to:

- Preventative maintenance
- Repair or replacement of flooring, tables, chairs, shelving.
- Upgrades to non-emergency lighting
- Solar panel installation for non-emergency use
- Exterior grounds repair or replacement

- For example: Resurfacing paved areas, landscaping, and non-emergency lighting
- Repair or replacement of signage
- Facility expansion
  - For example: New rooms, meeting spaces, other interior or exterior program spaces, and bookmobiles
- New construction (not based on cost effectiveness)
- Replacement of functioning building components
  - For example: Locks, windows, elevators, and doors
- Cosmetic updates such as painting

*In cases where it is more cost effective to replace existing facilities or building-related structural components rather than repair them, these activities may be considered as "critical". Applicants should clearly detail and justify cost-effectiveness in their grant application.*

#### ELIGIBLE COSTS

Eligible costs include, but are not limited to:

- Construction and/or installation
- Consultant fees for plans, specifications, construction documents, cost estimates or design
- Permit and inspection fees
- Project management of the construction or installation
- Insurance and hazard liability bond premiums
- Project administration (Maximum of 10 percent)

Ineligible costs include, but are not limited to:

- Costs incurred outside of the grant period
- Any expenditure not a part of the approved grant budget
- Land acquisition and related fees
- Tangible property to support program operations
  - For example: Tables, chairs, shelving, computers, and vehicles
- Landscaping and improvements to exterior common areas such as paved sitting areas or benches
- Operation and/or ongoing maintenance
- Community planning meetings or workshops
- Grant writing, fundraising, or lobbying
- Establishment of a reserve fund

- Federal or state taxes
- Entertainment or meals
- Indirect costs

A project contingency is recommended. A maximum contingency of 10% of the total grant request is allowed.

#### MATCH REQUIREMENT

Grantees will be required to provide matching funds on a dollar-for-dollar basis. Match contributions must be a cash match, either from the applicant organization or funds from third party sources (other grants, foundations, or private donors). In-kind contributions will not be considered as an eligible source of match funds. Funds expended before or after the grant period are not considered an allowable match. Matching funds can only be used for costs eligible under this grant program.

Applicants may apply for a reduction in their required match based on Local Operating Income Per Capita by submitting a written Match Reduction Justification Request as part of the application. Applicants requesting a match reduction must be able to demonstrate that they are financially unable to provide the required match. *Note: Submitting a Match Reduction Justification Request does not guarantee that the required match amount will be reduced. If your project budget is based on a reduction request, it may need to be adjusted accordingly.* Local Operating Income Per Capita levels for Round 1 applications will be based on data from the 2021-2022 fiscal year, available online at: <https://www.library.ca.gov/grants/BuildingForward>. If a library’s per capita spending level changes during the grant period, its match requirement does not change.

The maximum allowable match reduction is as follows:

<b>LIPC level</b>	<b>Maximum Allowable Match Reduction</b>
\$40 or more	Not eligible for match reduction
\$40 and \$15.01	May be reduced by half
\$15 or less	May be eliminated

#### ADDITIONAL REQUIREMENTS

- If the library facility is leased, a lease commitment of at least 10 years is required following the completion of the funded project.
- If a grant is awarded, a resolution adopted by the city, county, or library district authorizing acceptance of grant funds, the submission of the application, and the designation of an Authorized Representative to enter into agreements on the behalf of the organization is required (See Appendix C).
- Projects completed under this grant must be completed according to the California Building Standards Code, and applicable federal, state, and local laws, regulations, ordinances, policies, and guides.
- Any transmission, correspondence, report, or application is subject to disclosure pursuant to the California Public Records Act.

- If the grant-funded project is part of a larger project that is not fully funded by Building Forward, the larger project does not have to be completed by the end of the grant period, but all components funded by the grant must be.
- Grantees who contract for the acquisition of goods, services, and construction must make agreements in writing and adhere to all applicable local and state laws and regulations. The grantee should have written policies detailing their internal process for selecting and negotiating competitive bids.
- Applicants may apply for grants to fund elements of a larger project. However, grant and matching funds may only be used for activities and items that are allowable under this funding opportunity.
- Matching funds must be documented, tracked, and reported. All matching funds must be administered by the grant recipient. The match must be contributed during the grant period. Other State funds will not be considered an allowable match contribution.

## APPENDIX A: Definitions

- **Applicant** – The public agency submitting a grant application that will enter into an agreement and administer funds if a grant is awarded. Eligible applicants are cities, counties, or library districts.
- **Application** – The electronic request for grant funding submitted to the State Library to support a specific project that the applicant intends to implement.
- **California Poverty Measure** – A measure created by the Public Policy Institute of California and the Stanford Center on Poverty and Inequality to more comprehensively assess poverty levels by considering income and benefits from social safety net programs, (e.g. CalFresh and unemployment benefits), medical expenses, childcare costs, and geographic differences in housing costs.
- **Critical Maintenance** – Projects needed to keep existing facilities, building-related structural components, and related building systems suitable for public use, and compliant with all prevailing codes, rules, regulations, and standards governing their usage, such as Americans with Disabilities Act.
- **Eligible costs** – Expenses allowable under this grant program incurred by a Grantee during the grant period to complete the approved project as detailed in the project plan and budget.
- **Governing Agency** – The jurisdiction -- city, county, or library district -- that will implement the project and administer grant funds on behalf of a library facility.
- **Grant Period** – The time during which grant funds may be spent.
- **Grantee** – An entity receiving grant funding from the State Library that is responsible for the administration of the grant agreement.
- **High Poverty Areas** – For the purposes of this grant, the California Poverty Measure will be used to assess and identify High Poverty Areas.
- **In-kind contributions** – Any non-cash contribution such as goods, services, and equipment
- **Inclusive Access** – Barrier-free spaces that allow individuals equal and independent access to public facilities to the extent possible, in accordance with the Americans with Disabilities Act.
- **Infrastructure** – The physical equipment and structures required for a facility to function properly.
- **Library District** – A governing entity other than a county, municipality, township, or school district that is authorized to establish and operate a public library as defined by the Federal-State Cooperative System.
- **Library Facility** – An individual library building.
- **Life Safety** – Projects that address significant health and safety risks to patrons or staff using a facility. This includes any physical aspect of the facility, building systems, or equipment essential to emergency response situations specific to the library facility.



- **Local Operating Income Per Capita** – The library jurisdiction’s operating revenue from local sources, divided by the service area population.
- **Matching funds** – A direct cash contribution toward a project receiving state grant funds.
- **Match reduction** – A request to reduce the match funding requirement.
- **Preventative maintenance** – The regular upkeep of existing facilities, building-related structural components, and related building systems including standard recurring and service schedule maintenance necessary to keeping components in good working order.

## APPENDIX B: Sample Application

### GENERAL APPLICATION INSTRUCTIONS & QUESTIONS

The full application is online at: <https://www.library.ca.gov/grants/buildingforward>. The applicant organization (city, county, or library district) will need to create a login and profile in order to access the application. *Reminder: One application may be submitted per facility. Applicant organizations with more than one site should submit one application for each site under the organization's profile.*

#### Basic Information

- Project Title
- Project Summary (Maximum of 50 words)
- Requested Grant Amount
- Library Jurisdiction
- Library Facility Name and Address
- Is the facility leased?
- Project Contact

#### Project Detail & Implementation

- Project Description (Maximum of 350 words)
- Project Status
- List and describe the roles of all consultants involved in this project such as planning, construction, contractors, and project management. If not yet contracted, briefly detail your plan and timeline to solicit and select consultants. (Maximum of 200 words)
- Briefly describe any past relevant capital improvements to the facility, including the year completed. (Maximum of 200 words)
- How will your project address conditions that negatively impact your library's ability to deliver needed services? (Maximum of 200 words)
- Describe how your project contributes to: sustainability, inclusive access, and/or the ability of the facility to adapt to evolving needs. (Maximum of 200 words)
- Project Implementation Plan (Upload)
- Supporting Documentation (Upload)

#### Budget and Funding

- Total Project Budget (including grant, match, and additional funding).
- Project Budget Detail (Upload)

- Describe the basic elements of the budget, how the budget was created, and the methodology for any project contingency. (Maximum of 200 words)
- Project funding from other sources
- Has funding from all other sources been secured?
  - If no, please explain
- List other project funding sources, including any sources and amounts for matching funds and any related requirements to obtaining funds. (Maximum of 200 words)
- If applicable, describe past attempts to fund this project, including other funding sources sought and key obstacles to secure funds. (Maximum of 200 words)
- If grant funding is not approved, or if only a portion of the requested funding for the project is awarded, explain how the project will be completed (Maximum of 200 words)

### **Match Requirement**

- Are you able to match grant funds on a dollar-for-dollar basis?
  - If no, explain why the requested match reduction is essential to completing the project. Describe any current or past barriers to obtaining funding to support this project and obtaining match funds. Documentation supporting a reduction may be requested during review. (Maximum of 250 words)
- Letter from Finance Director or equivalent verifying availability match funds (Optional at time of application submission. Required if a grant is awarded.)

### **Certification and Signature**

- Authorized Representative Name, Title and Signature
- Authorizing Resolution (Optional at time of application submission. Required if a grant is awarded.)

### **ATTACHMENTS AND UPLOADS**

A Project Implementation Plan and Budget are required as part of the application. Templates for these forms are available online at: <https://www.library.ca.gov/grants/buildingforward>. Other documentation may be submitted as part of your application to support requests or narrative.

- Project Implementation Plan (Required)
- Budget Detail (Required)
- Supporting Documentation demonstrating why the work is needed and/or planning progress made to-date such as photos, videos, or planning documents. (Optional, but highly recommended. Maximum of 3 accepted.)
- Authorizing Resolution (Optional for application submission. Required if a grant is awarded)

- Letter from Finance Director or equivalent verifying the availability of match funds. (Optional at time of application submission. Required if a grant is awarded.)

## APPENDIX C: Authorizing Resolution Template

If awarded, a resolution adopted by the city, county, or library district applying for funds is required. The resolution should authorize the submission of an application; approval to implement the awarded project; and designation of an Authorized Representative to enter into the grant agreement. If the resolution has not been adopted before the application deadline, applicants may apply but we suggest the applicant seek guidance from their legal counsel to ensure they are authorized to apply.

### RESOLUTION NO. [#]

A RESOLUTION OF THE [APPLICANT] AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129)

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California State Library require a resolution certifying the approval by the potential grantee's governing board either before submission of said application(s) to the State or prior to execution of the grant agreement; and

WHEREAS, the Applicant/Grantee, if selected, will enter into an agreement with the State of California to carry out the project

WHEREAS, [APPLICANT] proposes to implement [PROJECT TITLE];

WHEREAS, [APPLICANT] has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, [APPLICANT] intends to apply for grant funding from the California State Library for the [PROJECT TITLE];

THEREFORE, BE IT RESOLVED by the [APPLICANT], with acknowledgement of [LIBRARY/LIBRARY JURISDICTION], as follows:

1. That pursuant and subject to all of the terms and provisions of the California Budget Act of 2021, the [APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE], or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library, and take such other actions necessary or appropriate to obtain grant funding.
2. The [APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE], or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.
3. The [APPLICANT] [TITLE OF AUTHORIZED REPRESENTATIVE], or designee is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding.
4. Certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained; and,

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the [Governing Body Name] of the [agency name] at the meeting held on [DATE], motion by [NAME] and seconded by [NAME], motion passed by the following vote:

AYES: [#]

NOES: [#]

ABSTAIN: [#]

ABSENT: [#]

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[PRINTED NAME]  
[TITLE], [GOVERNING BODY]

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[PRINTED NAME]  
[SECRETARY/CLERK]