Tennessee State Library and Archives Construction Grants Procedures

Description

Secretary of State Tre Hargett promotes the advancement of public library services in Tennessee in many ways. Among them is providing funds for public library construction. These funds are available via a competitive grant process, and can be used for new construction, additions and extensive renovations. Construction grants require a pre-requisite amount of local funds to be spent prior to grant funds. This pre-requisite amount is equal to the amount of the grant award and can be spent on elements of the project that grant funds are not eligible towards, including but not limited to planning, studies, architectural drawings or other pre-construction expenses. These pre-requisite funds can also be spent prior to the grant contract start date. Grant funds can only be for actual construction costs and must be within the contracted start and end dates.

The following list describes the steps in the application process.

Developing an Application

1. Create a building program for the project.
   a. Determine the scope of the project including the number of square feet to be added and/or renovated.
   b. Include a preliminary budget or cost estimate from Architect.
   c. Involve the regional director for this stage.
   d. Use of a library building consultant is recommended.

2. Library board passes resolution to approve the program.

3. Library board secures cooperation and financial support of local government(s).

4. Site is identified, selected, surveyed, and secured by deed.

5. Local government funding must be approved by resolution by each contributing funding body.

6. Hire an architect and develop preliminary design.

7. Develop project budget.
   a. State funding will not exceed 50% of the budget or $100,000.00, whichever is less.
   b. Some portion of the program must be funded by local government(s).

8. Complete the application with the assistance of the regional director.
   a. Applicant can be:
      i. City or County
      ii. Library Board

9. Submit the completed application through the regional director.
   a. Applications are accepted at any time.

Review and approval of application

1. Regional director reviews the application and submits to State Librarian.
   a. If there are problems with the application, the Regional Director will work with the applicant to correct them before moving to Step 2.
2. State Librarian notifies Secretary of State of application and sends application to review committee.
3. Committee reviews the application for completeness, feasibility and consults with applicant as necessary.
   a. If problems with application, the committee will notify the State Librarian. The application may be returned for further development.
4. When application is approved by the committee, will notify the State Librarian, who will then notify the Secretary of State.
5. Secretary of State consults with Fiscal Director and makes funding decision.
   a. Unsuccessful applicants may reapply in the next fiscal year.
   b. Applicants must wait a minimum of 10 years after completion of one successful grant before applying for another.
6. Secretary of State notifies state and local government officials of the grant award.
7. State Librarian notifies the applicant, regional library director, local library director, and board chair of the grant award. The applicant is directed to submit documentation of pre-requisite expenditures prior to access to grant funds.

**Contract and Funding**

1. State Library Grant Coordinator will create contract for the project.
2. Contract will be sent to applicant for signature. Original contract with an original signature must be mailed back to the State Library.
3. Contract will be routed for State signatures and sent to Fiscal office for processing.
4. A copy of the fully signed contract will be sent to the applicant for their files. This is an indication that their grant funds will be available on the service start date on the contract and will be available until either the full grant award is expended or the service end date, whichever is sooner.
5. Grant payments are issued as reimbursements. Prior to grant funds being available, an equivalent amount in invoices must be submitted to meet the pre-requisite requirement for the grant. The invoices to meet this pre-requisite can be dated prior to the service start date on the contract and can be used for services that are ineligible for use of grant funds as well as for eligible services.
6. Grant funds can be requested at any time once the service start date has passed, and the grantee can indicate to the grant monitor whether they would prefer to receive a single reimbursement or portions of the grant award until the funds have been fully allocated.
7. In order to access grant funds, please send in the following:
   a. A copy of the invoice; and
   b. A copy of the cancelled check used to pay for the invoice, including a copy of the back of the check.
      i. If a cancelled check is not available, a copy of the bank statement including the check is acceptable.
   c. Invoices and other documentation can be mailed, faxed, or e-mailed.
8. An annual progress report is required until the project is completed.