Step by Step Guide to Successful Completion
Of Your Library Construction Grant Project - Association Library

Consult this guide for information on what you must do and when you must do them in order to complete your project and receive your full grant payment. This guide takes you from the State Library Board’s approval of your grant to the last payment. All instruction sheets and forms referred to are available on the State Library’s Construction Grants Web-Page.

1. **Congratulations!** Your Construction Grant application is approved by State Library Board.

2. **Notification.** The Construction Grant Administrator notifies your “authorized official” that your grant request has been accepted. The authorized official officially submitted your grant request. You must notify the State Library if the authorized official changes during your project.

3. **IMPORTANT NOTICE:** You cannot purchase furniture or equipment or start construction (sign a contract for construction with contractor(s) other than the architect, building consultant, or environmental, civil, or geotechnical engineers) until you sign a contract with the State Library.

4. **Local Funding and State Bond Commission Agenda.** When all your local funding is in place (this must be achieved within three years of grant acceptance by the State Library Board – one year for Category 2 grants), notify the Grants Administrator in writing. The State Library will ask the Bond Commission to place your project on their meeting agenda. It can sometimes take several months to get your project on the meeting agenda, but the usual period is one to three months.

5. **Historic Buildings.** If the library is over 50 years old, it may be listed or eligible for listing on the State or National Register of Historic Places. Proposed work plans for historic libraries (or if the new construction will impact areas that have not been previously disturbed) must be reviewed by the State Historic Preservation Office for Connecticut Environmental Policy Act (CEPA) compliance. Hopefully you have done this already! Approval may be necessary before we request Bond Commission funding approval and is required before the State Librarian signs your grant contract.

6. **Bond Commission** approves the grant funding. The Grant Administrator notifies grantee’s authorized official and the library director.

7. **Commission on Human Rights and Opportunities (CHRO).** For grants over $50,000, you should expect to hear from CHRO as they ensure that your project complies with all equal opportunity and affirmative action laws.

8. **Deadline and Extension requests.** You must initiate your project (i.e. sign with a building contractor) within 18 months of Bond Commission approval. If you cannot do this, you must submit a 1-year extension request with the State Library Board. Contact the Grants Administrator for more information.

9. **Contract with State Library.** **IMPORTANT:** Refer to “INSTRUCTIONS FOR THE COMPLETION OF THE CONSTRUCTION GRANT CONTRACT MATERIALS” document.
   a. The Contract requires numerous other forms, including certifications, proof of liability, funding information, ethics form.
   b. **Signed Contract.** The Grant Administrator will send copies of the contract to the grantee’s authorized official. The Grant Administrator will provide other forms you will need in order to complete the grant process.

10. **Before You Sign with a Contractor.**
   a. **Important:** Refer to your signed contract, the “NOTICE OF CONTRACT AWARD” document, and Section 8 of the “TIMETABLE AND GUIDELINES” document before beginning this process.
   b. Your Architect, Building Manager, and other relevant officials should be made aware of **ALL** the provisions in the contract you signed with the State Library, including those on indemnification, audit requirements, termination, forum and choice of law, executive orders, audit and
inspection, summary of ethics laws, whistleblower, disclosure of records, sovereign immunity, campaign contribution restrictions, non-discrimination.

c. Refer to Section 8 of the “TIMETABLE AND GUIDELINES” document regarding the methods for obtaining competitive bids. Invitations to Bid must be advertised publically for all contracts of $10,000 or more.

d. Submit your draft “Invitation to Bid” document to the Grant Administrator for approval. It should include information on Equal Opportunity, state prevailing wage, amount of State funding, performance bond requirement. See the “TIMETABLE AND GUIDELINES” document for detail. Prevailing wage and bond requirements depend on the size and type of your project.

e. For larger projects, provide the Grants Administrator with the final drawings for floor plans and site plan (if applicable) only. Your project specifications must include all requirements outlined in the Invitation to Bid document. For smaller projects, provide information that describes in detail the work to be completed and items and services to be purchased.

f. For grants over $50,000, you may be contacted by the Contract Compliance Division of the Commission on Human Rights and Opportunities. They will assure your building project complies with all Affirmative Action and Equal Opportunity legal requirements.

g. A reminder that, per the contract, “when issuing statements, press releases, announcements of contract awards under the project, dedication programs and other documents or announcements describing this project, ...[you] shall state clearly that the library construction project is being paid for, in part, with state funds provided by the Connecticut State Library.”

h. For expenses in excess of $10,000 incurred before signing the contract with the State Library, no portion of these expenses will be reimbursed by the grant unless you can document a typical competitive bidding process.

11. After Signing with Contractor.

a. Submit ‘NOTICE OF CONTRACT AWARD” form within 30 days of signing a contract with building contractors or tradesman, and for the purchase of fixed equipment such as an elevator, furnace or HVAC system. If your project is 100% furniture you must submit a Notice of Contract Award for the highest award. Include the additional paperwork as required by the form instructions.

b. For projects with a grant award of $500,000 or more, you must erect a SIGN that meets the specifications provided by the State Library (available on website or in the “TIMETABLE AND GUIDELINES” document). You must provide the Grants Administrator with a photograph of the sign when it is in place.

c. Project Amendments that alter the use of space, functional layout, or the cost of the project 10% or more must be submitted to the State Library for approval. The grantee’s authorized official must send a written request for amendment to the Construction Grants Administrator detailing the changes requested, with support of appropriate information and documentation. The amendment must be authorized by the State Librarian, acting for the State Library Board. Here are guidelines for acceptable changes in existing grant projects. First, the primary goals in the original project plan must still be met by the new plan. Second, changes that reduce the total project cost by more than 25% from the original estimate are not likely to be approved. And third, project changes that make it easier to expand library space and library service in the future are more likely to be approved. The State Library Board has the power to revoke approval of any application or grant for failure to submit and receive approval of substantial changes in the application.

d. Any individual change order representing an increase or decrease in the cost of the project in excess of $4,000 for projects under $50,000, $10,000 for projects between $50,000 and $100,000 and $20,000 for projects over $100,000 must be approved in advance by the Grants Administrator.

a. Refer to the “CONSTRUCTION GRANT PAYMENT FORM” and the “INFORMATION ON PAYMENTS – ASSOCIATION LIBRARIES” for information on how to get paid. There are several documents that must accompany your payment request.

b. Send payment requests to the Grants Administrator.

c. Payments are usually made in 3 installments, after 50% of project is done (receive 50% of grant), 75% of project is done (receive 40% of grant), and project complete (receive final 10%), but you may combine payment requests as you wish.

d. If your total project costs are less than planned, you still cannot receive more than one half of your projected project costs as presented in your grant application. For example if your total project cost was actually $1 million instead of the $2 million you projected, you will receive a total payment of $500,000 and not the $1 million originally granted.

e. Payments can be made to an Automated Clearing House Account (ACH) which you should set up with the State Comptroller’s Office. See the Electronic Fund Transfer Form (use “Company”) for more information.

f. Final Payment requirements are more stringent (see INFORMATION ON PAYMENTS) and must include filing of the FINAL EXPENDITURE REPORT (attachment B in your contract).

g. Your grant contract with the State Library is for a five-year period and you must finish your project and submit all your payment requests before the contract expires.


a. Refer to your contract for Audit requirements and refer to the Office of Policy and Management’s web-page on Audits of Local Governments and Non-Profit Agencies. A State Single Audit is required when a non-profit receives at least $300,000 of state funding in one fiscal year. Program-specific audits (in lieu of a State Single Audit) are allowed only if the construction grant program was the only program providing state funding during the fiscal year.

b. A reminder that Financial Records must be kept for 10 years and that if your new facility does not continue to be used as a library for the next 10 years, you will be required to refund part of your grant award.


a. It is customary to invite the State Librarian to participate in any ceremonies you plan for the opening of a new or renovated facility.

The above is an unofficial guide to help you successfully complete your project. Please refer to the provisions in your contract with the State Library, and the STATE GRANT PROGRAM FOR PUBLIC LIBRARY CONSTRUCTION TIMETABLE AND GUIDELINES document for the official requirements of State Library’s Construction Grant program.

For more information, contact Tom Newman, 860-757-6573, Tom.Newman@ct.gov.

Unless otherwise stated, send all forms and correspondence to:

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