

NEVADA LSCA APPLICATION FORM - TITLE II

NF

1. Library ✓ Douglas County Public Library
 Address 1625 Library Lane, Box 337
Minden, NV 89423

Date 3/2/95
 Telephone (702) 782-9841

2. Project Director Carolyn Rawles-Heiser, Library Director
 3. Project Target Area (geographic) Douglas County/Carson Valley
 4. LSCA Goal & Objective Goal 6, Objective 6.1

For Admin Use Only
 LSCA Title _____
 Project Title _____
 Project ID _____

5. Description of Project (check applicable boxes)

New library building of approximately _____ sq. ft.

Existing library building of 11,500 sq. ft. constructed in 1983 will be:

Remodeled to add 8,000 sq. ft.

Remodeled for fuel conservation and/or access by persons physically handicapped

Existing building, previously used as _____, will be ___/has been ___ acquired and will be converted to a library of _____ sq. ft.

Address of proposed project (Street # or other legal description):

1625 Library Lane, Minden, NV 89423

Estimated Project Costs: (round to nearest dollar) Do not include books or other library materials.

	ESTIMATE
Purchase of existing Building	\$ _____
Site Acquisition	\$ <u>100,000</u>
Construction	\$ <u>875,000</u>
Equipment and Furniture	\$ <u>50,000</u>
Architect's fees	\$ <u>120,000</u>
Legal Costs	\$ _____
Other (list on separate page)	\$ _____
TOTAL	\$ <u>1,145,000</u>

FILED
 NO. 95.053
 95 MAR 17 A8:46
 BARBARA REED
 CLERK
 BY [Signature] DEPUTY

358127
BK0395PG2421

DOUGLAS COUNTY PUBLIC LIBRARY
LSCA TITLE II GRANT APPLICATION

I. CERTIFICATION OF EXISTENCE OF MATCHING FUNDS

Douglas County certifies that matching funds up to \$652,650 will be provided to the Douglas County Public Library as one of the provisions of this grant application for library construction.



Robert Allgeier, Chairman
Douglas County Board of Commissioners

MARCH 16, 1995

Date

COPIES

358127

BK0395PG2422

I. List the source of non-federal construction funds available to you now and attach documentation certifying their existence. Note: The total of these funds must equal at least 57% of the total cost of the project. Funds may come from state, county, or private sources. Use of federal funds as a match for LSCA Title II construction funds: 34 CFR 80 24 (b) states that "except as provided by Federal statute a cost sharing or matching requirement may not be met by costs borne by another Federal grant." If you feel that Federal statute allows you to use a particular federal grant to match against these funds, you may include it in your list of sources of funding; however, we will seek a definitive approval from Washington before we approve you application.

II. List below the amount of total project costs estimated on page 1 you need from LSCA Title II. State how much you have to match with local funds or the value of donated land or services. 34 CFR 80 24 (a) states that... "a matching or cost sharing requirement may be satisfied by... (2) the value of third party in-kind contributions..." and that (6) "Costs and third party in-kind contributions counting towards satisfying a cost sharing or matching requirement must be verifiable from the records of grantees and subgrantee... These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs. " This means that if you intend to use value of land or volunteer services as a part of your match, you must be able to prove that the value you claim is reasonable and is documented.

Federal LSCA Title II funds requested:

\$ 492,350

Match from local sources (provided complete details):

\$ 652,650

from Douglas County

Total for project (should equal total on page 1):

\$ 1,145,000

III. Describe the project in detail on a separate narrative. Attach architectural drawings and floor plans upon which the Nevada Council on Libraries and Literacy and the State Librarian can base an approval of the project. Before construction is advertised or placed on the market for bidding, the grantee shall get approval of the State Librarian of the final working drawings and specifications.

ASSURANCES

The applicant, in signing this form, agrees to abide by all pertinent local, state, and federal laws concerning construction of federally assisted buildings. We urge you to enlist the services of someone in your local governmental structure who is experienced in such building projects to provide help.

The form "Assurances-Construction Programs" (next two pages) lists all the assurances you must agree to in order to receive this grant. The sections in the Code of Federal Regulations (CFR) which most concern this program are 34 CFR 74, Subpart P, 75.600-15, 76, 80, and 770. Copies of some of the pertinent sections are included with this application form for you information. We can provide you with copies of other documents if they are not available to you locally. It is important to remember that all regulations must be complied with, and records must be scrupulously maintained for at least 20 years upon completion of construction in order to satisfy future audits.

358127

BK 0395 PG 24 23

DOUGLAS COUNTY PUBLIC LIBRARY
LSCA TITLE II GRANT APPLICATION
III: PROJECT NARRATIVE

INTRODUCTION

The Carson Valley portion of Douglas County has grown rapidly since the construction of the present main library in 1983. The valley's population has increased from approximately 16,000 in 1983 to approximately 27,000 in 1994, an increase of about 65%.

As a result, the Douglas County Public Library has outgrown the current main library. Parking, seating, shelving areas, and work areas are stretched nearly to capacity. During the past 2 years, the Library Board of Trustees and library staff have looked at a number of options for library expansion that will meet the needs of the community for a number of years. In evaluating the options, the Library Board thinks that the most sensible option is to develop a phased building program consisting of an addition to the present main library within the next 1-2 years and the addition of two additional branch libraries in major population centers in 5-10 years if development warrants and if funding is available. This plan will provide for expansion of the library to meet current needs while keeping necessary increases in operational costs to a minimum. It also gives the library a plan for future buildings to meet the needs of our increasing population and allows the library to save for such projects. It should also be noted that the library included a similar facilities discussion in the draft master plan; however, the need for some type of addition is too pressing to wait until the entire master plan is completed.

Appendix 1 provides a detailed discussion of the options considered by the Library Board which led to the conclusion that a phased in program would be the most feasible.

DETAILS OF PROPOSAL

The goal of this library addition is to improve library services in the Carson Valley by providing a facility and parking large enough to meet library standards and current community needs.

Detailed statistics and worksheets showing the library's present and future space needs are attached as Appendix 2. However, to briefly recap, the present main library has approximately 11,500 square feet; to meet our current space needs 19,938 square feet are necessary. It is important to emphasize that this addition will alleviate current space problems and keep the present building viable for 10 years, but that additional space will be necessary in the long run as the community continues to grow.

BK0395PG2424

358127

During this building's eleven years of operation, the population served has increased by about 65%, usage has gone up over 55% and the size of the collection has increased by 74%. In addition, there are only 23 non-handicapped parking spaces at the library; to meet the standard of one parking space for every 300 square foot of building, 38 parking spaces should be provided for the present size building and 66 spaces for a proposed 8000 square foot expansion. To meet the standard of one parking space for every 200 square feet, 57 spaces should be available for the present size building and 97 spaces for a proposed 8000 square foot expansion.

The Library Board of Trustees proposes that adjacent land just south of the library be immediately acquired before construction begins on those lots by the current owner, Richard Birmingham. Presently a 4 plex complex is planned for that area, so time is of the essence. It is proposed that the library acquire the lots for 1080-1082-1084-1086 Aspen Grove Circle (see Appendix 3) if they are still available. This area would be used for parking, freeing up more of the library's current property for building.

The Library Board proposes that a 6000 square foot two story expansion be built at the rear of the library on the north side, and a 2000 square foot addition be built at the front of the library near where the present magazine section is located. If the additional parking area is acquired, it is possible that the front 2000 square foot expansion could be even larger.

Some of the space problems that would be addressed with an addition would include:

- a. more parking: we need at least 18 more for present size, 43 more for addition;
- b. enough shelving for materials: currently about 5,000 square feet are available for the collection; for our present size collection, we need at least 6,500 square feet--preferably more to allow for normal growth;
- c. staff work areas are inadequate: the average staff work area is about 50 square feet, while standards call for 150 square feet per employee; additionally, book trucks of items being cataloged are placed in the workroom aisles because there are no other places, making the library work room non-handicapped accessible;
- d. more seating for public: we presently have 77 public chairs; to meet needs of our current population, we should have at least 135 chairs; also we desperately need a quiet study area where people can concentrate;
- e. receiving area for unpacking, etc.: presently we have no receiving area, so items to be unpacked are placed in aisles, an obvious safety hazard;
- f. more storage areas: we have eliminated many of our storage areas as the need for more patron and staff work areas have increased; we have almost no closet space.

BK0395PG2425

358127

Other needs which could be addressed in an addition but which are not specifically space needs would include a children's program area; relocating the front desk to face the front door; an improved staff kitchen (one that people could actually sit down and eat in); better lighting especially in the stacks; and various maintenance items such as recarpeting, painting, refinishing the front desk, and retooling the heating and air conditioning systems so they work better.

BUDGET

Land acquisition	\$100,000
8000 sq. ft. expansion	875,000
Architect fees @15%	120,000
Equipment and furnishings	<u>50,000</u>
Total	\$1,145,000

Attached are the following appendices:

Appendix 1 discusses facilities options in detail and shows how the Library Board came to its conclusion;

Appendix 2 shows some statistical comparisons since construction of present building and contains worksheets detailing how space estimate was arrived at;

Appendix 3 shows a rough drawing for a 6,000 (not 8,000) sf addition and the location of the proposed land acquisition. The additional 2,000 sf would be at the front of the building.

358127

BK0395PG2426

ASSURANCES - CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
9. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.

10. Will comply, as applicable, with the provision of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), the Contract Work Hours and Safety Standards Act (40 U.S. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
11. Will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;(b) Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;(b) notification of violating facilities pursuant to EO 11738;(c) protection of wetlands pursuant to EO 11990;(d) evaluation of flood hazards in floodplains in accordance with EO 11988;(e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);(f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), RO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
16. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Carolyn Paulsen-Hessner</i>	TITLE <i>Library Director</i>
APPLICANT ORGANIZATION <i>Douglas County Public Library</i>	DATE SUBMITTED <i>3/31/95</i>

358127

BK0395PG2428

COPY

REQUESTED BY
DOUGLAS COUNTY
IN OFFICIAL RECORDS OF
DOUGLAS CO., NEVADA

SEAD

CERTIFIED COPY

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

'95 MAR 17 AM 11:14

358127

LINDA SLATER
RECORDER

DATE:

March 17 1995

B. Kelly Clerk of the *9th* Judicial District Court of the State of Nevada, in and for the County of Douglas.

PAID *8* **DEPUTY**
BK0395PG2429

By

Carol Mullock Deputy