



# **MINNESOTA PUBLIC LIBRARY IMPROVEMENT GRANT 2012 GUIDELINES**

## **Application Deadline:**

**DELIVERED TO STATE LIBRARY SERVICES NO LATER THAN  
4:15 P.M., TUESDAY, MARCH 26, 2013.**

**State Library Services  
Minnesota Department of Education  
1500 Highway 36 W, Roseville, MN 5513**

\*For construction projects of \$1.5 million or more, 4:15 P.M., Tuesday, April 9, 2013.  
See page 3 for special instructions.

For assistance or information not addressed here, contact Bruce Pomerantz, Library Development Specialist; phone: 651-582-8890; email: [bruce.pomerantz@state.mn.us](mailto:bruce.pomerantz@state.mn.us); fax: 651-582-8752.

File: Construction-Documents-Guidelines-2012

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## I. LAW AND RULE

The following resource list may not be comprehensive. The applicant is responsible for compliance with all applicable statutes, whether listed or not.

1. [Capital Grants Information](http://www.mmb.state.mn.us/bond-grant-info) (See 'Capital Grants Manual')  
http://www.mmb.state.mn.us/bond-grant-info
2. [Minnesota Statutes, section 3.736 \(Tort Claims\)](https://www.revisor.leg.state.mn.us/statutes/?id=3.736)  
https://www.revisor.leg.state.mn.us/statutes/?id=3.736
3. [Minnesota Statutes, chapter 13 \(Government Data Practices\)](https://www.revisor.leg.state.mn.us/statutes/?id=13)  
https://www.revisor.leg.state.mn.us/statutes/?id=13
4. [Minnesota Statutes, section 16A.695](https://www.revisor.leg.state.mn.us/statutes/?id=16A.695) (Property Purchased with State Bond Proceeds)  
https://www.revisor.leg.state.mn.us/statutes/?id=16A.695
5. [Minnesota Statutes, section 16B.325](https://www.revisor.mn.gov/statutes/?id=16B.325) (Sustainability Building Guidelines)  
https://www.revisor.mn.gov/statutes/?id=16B.325
6. [Minnesota Statutes, section 16B.326](https://www.revisor.mn.gov/statutes/?id=16B.326) (Heating and Cooling Systems; State-funded Buildings )  
https://www.revisor.mn.gov/statutes/?id=16B.326
7. [B3 State of Minnesota Sustainable Building Guidelines B3-MSBG Version 2.1 \(December 21, 2009\)](http://www.msbg.umn.edu/)  
http://www.msbg.umn.edu/
8. [Minnesota Statutes, section 16B.335](https://www.revisor.mn.gov/statutes/?id=16B.335) Review of Plans and Projects (or projects costing \$1.5 million or more)  
https://www.revisor.mn.gov/statutes/?id=16B.335
9. [Pre-design Manual for Capital Budget Projects](http://www.admin.state.mn.us/recs/cs/mg-pred-toc.html)  
http://www.admin.state.mn.us/recs/cs/mg-pred-toc.html
10. [Minnesota Statutes, section 134.45](https://www.revisor.mn.gov/statutes/?id=134.45) (Library Accessibility and Improvement Grants)  
https://www.revisor.mn.gov/statutes/?id=134.45
11. [Minnesota Statutes, section 176.181, Subdivision 2](https://www.revisor.leg.state.mn.us/statutes/?id=176.181) (Insurance)  
https://www.revisor.leg.state.mn.us/statutes/?id=176.181
12. [Minnesota Statutes, section 176.182](https://www.revisor.leg.state.mn.us/statutes/?id=176.182) (Business Licenses or Permits; Coverage Required)  
https://www.revisor.leg.state.mn.us/statutes/?id=176.182
13. [Minnesota Statutes, chapter 177](http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP&year=current&chapter=177) (Labor Standards and Wages)  
http://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT\_CHAP&year=current&chapter=177
14. [Labor Standards – About Prevailing Wage](http://doli.state.mn.us/LS/PrevWage.asp) (See 'Brochure')  
http://doli.state.mn.us/LS/PrevWage.asp

15. [Minnesota Statutes, chapter 181](https://www.revisor.leg.state.mn.us/statutes/?id=181) (Employment)  
<https://www.revisor.leg.state.mn.us/statutes/?id=181>
16. [Minnesota Statutes, section 216C.19](https://www.revisor.mn.gov/statutes/?id=216C.19) (Energy Conservation)  
<https://www.revisor.mn.gov/statutes/?id=216C.19>
17. [Minnesota Statutes, section 216C.20](https://www.revisor.mn.gov/statutes/?id=216C.20) (Energy conservation in public building)  
<https://www.revisor.mn.gov/statutes/?id=216C.20>
18. [Minnesota Statutes, chapter 363A \(Human Rights\)](https://www.revisor.leg.state.mn.us/statutes/?id=363A)  
<https://www.revisor.leg.state.mn.us/statutes/?id=363A>
19. [Minnesota Statutes, chapter 466](https://www.revisor.leg.state.mn.us/statutes/?id=466) (Tort Liability)  
<https://www.revisor.leg.state.mn.us/statutes/?id=466>
20. [Minnesota Statutes, chapter 574.26](https://www.revisor.mn.gov/statutes/?id=574.26) (Contractors' Bonds for Public Work)  
<https://www.revisor.mn.gov/statutes/?id=574.26>
21. [Minnesota Statutes, 617.241](https://www.revisor.mn.gov/statutes/?id=617.241) (Obscene Materials and Performances; Distribution and Performances Prohibited; Penalty)  
<https://www.revisor.mn.gov/statutes/?id=617.241>
22. [Rule 3530.0200](https://www.revisor.leg.state.mn.us/rules/?id=3530.0200) (Grant Application)  
<https://www.revisor.leg.state.mn.us/rules/?id=3530.0200>
23. [Rule 3530.0400](https://www.revisor.leg.state.mn.us/rules/?id=3530.0400) (Notification, Review, and Request for Additional Information)  
<https://www.revisor.leg.state.mn.us/rules/?id=3530.0400>
24. [Rule 3530.0500](https://www.revisor.leg.state.mn.us/rules/?id=3530.0500) (Grant Awards)  
<https://www.revisor.leg.state.mn.us/rules/?id=3530.0500>
25. [Rule 6105](http://www.revisor.leg.state.mn.us/arule/6105/) (Wild, Scenic, and Recreational Rivers)  
<http://www.revisor.leg.state.mn.us/arule/6105/>
26. [Rule 6120](http://www.revisor.leg.state.mn.us/arule/6120/) (Shoreland and Floodplain Management)  
<http://www.revisor.leg.state.mn.us/arule/6120/>
27. [Federal Executive Order 11988](http://www.archives.gov/federal-register/codification/executive-order/11988.html) (Floodplain Management)  
<http://www.archives.gov/federal-register/codification/executive-order/11988.html>
28. [Federal Executive Order 12148](http://www.archives.gov/federal-register/codification/executive-order/12148.html) (Federal Emergency Management, amending Executive Order 11988)  
<http://www.archives.gov/federal-register/codification/executive-order/12148.html>

## II. OVERVIEW

The 2012 Minnesota Legislature provided \$1,000,000 from bonding funds for library accessibility and library construction. The Minnesota Department of Education (MDE) State Library Services administers state funds in accordance with Minnesota Statutes, section 134.45 and Rules 3530.0200, 3530.0400, and 3530.0500. MDE awards funds on a dollar for dollar match of the grant amount to selected governing bodies after application review.

Routine capital replacements, such as roofing, mechanical systems, sidewalk and parking repairs are not eligible as single item requests. Mechanical systems are eligible in projects expanding a building if the current mechanical systems are inadequate for the increased size.

Sidewalks and parking can be considered for accessibility. However, only those costs directly attributable to specific accessibility stalls are covered.

Carpeting is eligible only in connection with additional accessibility issues.

Grant applicants must complete a Public Library Building Accessibility Survey for any existing building that will be renovated, expanded or replaced.

No state funds associated with this grant can be used to acquire land for the public library project.

Successful grant applicants must abide by a standard state grant agreement. The state library agency strongly recommends that potential applicants preview the grant agreement requirements by accessing [General Obligation Grant Agreements & Instructions](#).

## III. ELIGIBILITY

Applications for construction projects under \$1.5 million must use the application form developed by MDE and delivered to State Library Services no later than 4:15 p.m., Tuesday, March 26, 2013.

Minnesota Statutes, section 16B.335 requires submission of a predesign proposal for approval by the Commissioner of the Department of Administration for all construction projects that total \$1.5 million or more. The predesign must be submitted to the Department of Administration on or before March 26, 2013. The Department of Administration has 10 days to respond or the predesign is automatically approved. Applicants must submit their grant applications using the form developed by MDE and deliver applications to MDE by 4:15 p.m., Tuesday, April 9, 2013, with proof of approval or state that the Department of Administration Commissioner failed to respond within the required time limit.

- A. The applicant for a library construction grant must be a county or municipality.
- B. The applicant for a library construction grant must be a member in good standing of its respective regional public library system. A written letter of support for the building program and how it will improve services to the region must accompany the application.
- C. A governing body receiving a library construction grant must have an established program of free public library services and resources which is maintained to provide

library service without discrimination to all residents of the service area taxed for library purposes.

- D. If no library building currently exists, a current community analysis which demonstrates the need for library services and how they fit into the overall community development plan must be submitted.
- E. Library construction grants will be awarded on a matching basis only matched by the grant recipient with no state funds. Matching funds from the applicant must either be in the form of (i) cash monies, (ii) legally binding commitments for money, or (iii) equivalent funds or contributions, including equity, which have been or will be used to complete or pay for the Project. In-kind contributions (such as land, building, construction materials) must be documented with the name of the contributor, a description and the value of the contribution and details of how the value was determined.
- F. The applicant shall assure MDE that local matching funds will be available and unencumbered at the time of grant award.
- G. The project director must be a professional librarian who has a library degree from an ALA accredited program. The project director has the responsibilities to evaluate the community needs, estimate future library programs and services, determine building requirements, prepare the site evaluation, and confer with the project architect throughout the design and construction phases. The project director may either be a library staff member or the regional public library director.
- H. The public library jurisdiction must have an adopted policy to prohibit library users from using the library's Internet access to view, print or distribute material that is obscene within the meaning of Minnesota Statutes, section 617.241.
- I. A project will not be eligible for a grant when:
  - 1. The project will not result in a complete library facility.
  - 2. The application is incomplete or does not meet grant guidelines.

#### **IV. MATCHING FUNDS**

Matching funds must at least equal the grant amount, dollar-for-dollar, with no state funds. Eligible matching funds include cash, governmental appropriation, negotiable and non-negotiable securities, bonds sold or validated.

All funds, including local matching and donated funds used toward the project, must be administered by the grantee.

#### **V. ALLOWABLE USES OF GRANT FUNDS**

Funds provided under a library construction grant may be used to cover costs of any of the following, as long as the construction project results in a completed library facility:

- A. Architectural services
- B. New construction
- C. Expansion
- D. Renovation
- E. Site preparation, excluding costs for clean-up of a toxic site

- F. Engineering costs
- G. Accessibility and compliance with ADA of 1990 and its amendments

## VI. APPLICATION INFORMATION

- A. Application availability will be announced on the MDE website, via email distribution lists serving Minnesota public libraries, and announcements sent to organizations and associations of city and county governments.
- B. The following documents must be submitted at the time of application and must be assembled and labeled and submitted in the order stipulated in the application form.
  1. A narrative description of the construction project prepared and signed by a professional librarian functioning as a building consultant. The narrative statement must describe:
    - a. How the building will function in a currently established multicounty, county, or municipal library system. This includes, but is not limited to, programs, services, and governance.
    - b. How the construction project will contribute to new or improved services in the area it will serve.
    - c. The budgetary implications of staffing, maintaining, and operating the proposed facility.
  2. A detailed written building program, prepared and signed by the professional librarian functioning as a building consultant, that includes:
    - a. A brief overview of the library including a historical perspective, mission and goals (or roles) of the library;
    - b. A description of how library program areas relate to each other in terms of space, including a description of patron use and work flow patterns.
    - c. Projection of future needs based upon anticipated future demographics.
  3. Building Program.  
 Architectural Drawings and Specifications: The applicant shall provide the State Library the following sets of drawings prepared by a licensed architect at time of application:
    - a. Final floor plan with proposed furnishings and equipment.
    - b. Final site plan.
    - c. Final elevations.

If there are changes in the design or size of the building after a grant award, the grantee shall provide revised floor plans, site plans, and elevations to the State Library for approval. An example of when this might occur would be if project bids exceed available funding, necessitating a revision to project plans.
  4. Architectural plans and building program must address the following standards:
    - a. Facility must comply with federal, state and local building codes.
    - b. Have a plan and annual budget for the maintenance of building and grounds.
    - c. Have convenient and adequate parking based on applicable building codes and anticipated usage.

- d. Feature well-designed signs and graphics including the display of the International Symbol of Accessibility, where appropriate.
  - e. Have adequate provision for current and future electrical, data and telephone connections.
  - f. Have controlled temperatures and humidity for the benefit of users and staff as well as the protection of library property.
  - g. Have adequate interior and exterior lighting in all areas.
  - h. Have adequate space to meet its service, operation and storage needs.
  - i. Have adequate noise control.
  - j. Have meeting space available for library programming and for use by community groups.
  - k. Be located and designed with planning participation from all users, including individuals who have disabilities, agencies focused on people with disabilities, and representatives of the underserved, staff, and governing officials.
  - l. Comply with Minnesota Statutes, sections 216c.19 and 216c.20 regarding energy conservation in public buildings.
5. Additional Required Documents: The following material shall be submitted to the State Library for approval at time of application. These documents will become a part of the grant application.
- a. Specific location of site and a narrative evaluation of the site of the building to be constructed, expanded, or renovated that is prepared and signed by the professional librarian functioning as a building consultant. The site evaluation should justify the choice of site, considering:
  - b. Plans for future expansion or growth;
  - c. Community growth and traffic pattern projections for the future;
  - d. Adequate parking, taking into consideration local zoning and building codes, or standards;
  - e. Convenient access to major pedestrian and vehicular traffic routes; and
  - f. Physical characteristics of the site.
  - g. Library Building Accessibility Survey for any project that involves an existing building.
  - h. An aerial site plan that indicates the location and distances of the library building one block out to streets, parking, sidewalks, curb cuts and relation to public transportation. A web-based mapping function, such as MapQuest or Google Maps, provides a sufficient aerial site plan when specifics are written in.
6. Assurance that the applicant has legal title to the property and building, that the applicant has unconditional use of the site and the building.
7. A comparison of the proposed project to total floor space as established by professional standards for library facilities and services as reflected in the table below. For new construction, it is recommended that the population projected 10 years in the future be used.

<b>POPULATION</b>	<b>MINIMUM TOTAL FLOOR SPACE</b>
Up to 4,999	2,500 square feet or 0.7 feet per capita, whichever is greater
5,000 to 9,999	3,500 square feet or 0.7 feet per capita, whichever is

POPULATION	MINIMUM TOTAL FLOOR SPACE
	greater
10,000 to 24,999	7,000 square feet or 0.7 feet per capita, whichever is greater
25,000 to 49,999	15,000 square feet or 0.7 feet per capita, whichever is greater
50,000 or more	.6 square feet per capita

- Project description shall include at a minimum:
- a. Total floor space.
  - b. The amount and kind of space required for all library functions, including both public and staff areas, meeting space, and space for specific services.
  - c. Shelving required.
  - d. Staffing required.
  - e. Lighting required.
  - f. Telecommunications and electrical requirements.
8. A list of the kind and amount of initial furniture and equipment needed for the project. This amount is not part of the grant funding but a local responsibility.
  9. Certification that the construction project will be in compliance with Federal Executive Order 11988 Floodplain Management, as amended by Executive Order 12148, which are incorporated herein by reference, and Minnesota Rules 6105 and 6120, including certification that the use of flood plains in connection with the construction will be avoided as far as practicable.
    - a. Regulations governing the use of state funds for construction require that evaluations be made of the potential effect of any proposed construction in relation to flood.
    - b. If problems are identified, the MDE authorized representative must be informed of how the problems will be corrected.
    - c. Copies of the evaluation reports and the plans for correction, if applicable, must be submitted for each application.
  10. A certified resolution, modeled on the example included with this application packet, from the governing body of the county or municipality including:
    - a. Authorization for submission of the application.
    - b. Name or position title of persons authorized to sign the application and provide required certifications.
    - c. Assurance that the required dollar-for-dollar match of the grant request will be available and unencumbered at the time of grant award.
    - d. Assurance that funding is sufficient and will be available in order that the project will result in a completed library building.
    - e. Assurance that upon completion of the project, sufficient funds will be available to operate the facility.
    - f. Assurance that the building or a portion thereof for which state funds are requested will be used exclusively for the public library purposes for which constructed or altered, and submit proposed changes in use to the State Library for approval.

- g. Assurance that the grantee will competitively award construction contracts.
  - h. Assurance that all contractors will pay prevailing wages.
11. Certification of Application. The chair of the governing body of a county or the governing body of a municipality that will own or have unconditional use of the building to be constructed, expanded, or renovated must sign the grant application proposal.
12. Copy of documents that indicate:
- a. The establishment of the library, such as a contract, resolution, or ordinance of the governing body.
  - b. That the applicant is a member in good standing with the regional public library system to which it belongs, such as an executed membership agreement.
- C. Each page shall be numbered in the upper right corner.
- D. The Director of the State Library may request additional information from the applicant to clarify the application. If additional information is requested, applicant will be granted ten working days to respond. If additional information is not supplied in a timely fashion, the application will be reviewed based solely on the information contained in the original documentation.

## VII. SUBMISSION FORMAT

Submit one original copy on 8.5 x 11-inch white paper, stapled or clipped, using the official grant application form. Additionally, transmit the application as an electronic version in Word or PDF format to [bruce.pomerantz@state.mn.us](mailto:bruce.pomerantz@state.mn.us).

## VIII. STIPULATIONS

The following requirements are necessary to comply with State of Minnesota grant procedures regarding construction. All aspects of the proposal and subsequent post-award negotiations with the successful applicant become contractual obligations. The following are stipulations by MDE:

- A. MDE will not pay the costs of preparing proposals for submission.
- B. MDE reserves the right to review and negotiate all proposal components and to make awards at a different level from the proposal.
- C. MDE reserves the right to amend, modify or withdraw the request for proposals (RFP), to reject proposals submitted, and may exercise such right at any time, without notice, and without liability to the applicant.
- D. Awards will be made based on all of the considerations listed in the RFP and not solely on the numeric ratings of the proposals.
- E. MDE will monitor construction projects at its discretion.
- F. Grants not meeting agreed-upon expectations may be terminated.
- G. The grant recipient bids according to its procedures in compliance with existing state statutes.
- H. Awarded amounts represent the maximum funds available to the project. Actual expenditures under the reimbursement procedures determine the project's actual award.

- I. Reimbursement is made at the conclusion of a construction project and after the grant recipient has paid all expenses relating to the project and submitted all required documentation to the MDE State Library Services division.
- J. Changes in program design and delivery plan must be approved by MDE State Library Services division program staff.
- K. Projects will be required to submit a final report in a format specified by MDE.
- L. It is recognized that the budgets submitted in the proposals are subject to change. Grant recipients must obtain approval in advance from the state library agency for any change that is 10% more or less in any budget category during the grant period.

## IX. APPLICATION REVIEW

Following the close of the application submission period, all applications will be reviewed for eligibility and completeness. In reviewing applications, MDE has the authority to ensure compliance with these guidelines. MDE will determine the eligibility of an applicant, the sufficiency of the application, and the eligibility of a project element or expense.

- A. MDE will notify applicants in writing of perceived application deficiencies. However, the applicant has the sole responsibility for the application. Eligible applicants will have an application correction period of up to 10 days after notification date to correct deficiencies. Insufficient applications or the failure to correct the identified deficiencies shall result in rejection of the application. All corrections must be postmarked on or before the last day of the correction period specified by MDE. MDE will verify applications for completeness only.
- B. The Commissioner of Education, in consultation with the Council on Disability, shall have final authority to approve or deny all grant applications and to award grants as outlined in Minn. Stat. 134.45. A review committee will be convened to evaluate applications and make recommendations to the Commissioner of Education. The review committee will consist of qualified representatives approved by the Commissioner pursuant to Minnesota Statutes, section 134.35. Criteria used to evaluate applications will be done consistent with Minnesota Statutes, section 134.35.

## X. COMPLIANCE MATRIX

Legislative Priorities	Criteria
Tax Burden	What is the current fiscal status of the community? What is their capacity to fund the construction project?
Collaboration with other public or private entities	How does the construction project meet the overall community plan for growth and development? Was the community involved in the planning process? How does the project align with the regional and statewide library community goals and programs?
Long term feasibility	Is there commitment of the city/county funding body(ies)? What is the current viability of the community? What is their capacity to stock and staff the library once it has been completed?
Need for the Project	Does a library exist now? What is the status of the existing facility? How will a new building improve library services for the community?

Legislative Priorities	Criteria
Suitability of the Project	Do library construction plans meet state and federal building requirements including accessibility requirements? Are plans sufficient to meet multiple use requirements for library programs? Are the plans sufficient to meet the community requirements for at least the next 10 years?

## XI. GRANT ADMINISTRATION

- A. Grant Agreement. The application, if approved, will become a part of the grant agreement between the Minnesota Department of Education and the grantee. Any changes, clarifications, and additions by the applicant to the proposal upon requirement by the advisory committee to receive the grant become part of the grant application, and therefore, the grant agreement. The State Library Services Division shall be responsible for preparing a grant agreement. Grant agreements, incorporated herein by reference, will be sent to grantees.
- B. Reimbursement Schedule. All funds will be disbursed on a reimbursement basis. Eligible costs for both grant funds and match must be expended after the full execution of the grant agreement. The MDE representative will authorize the grant payment upon receipt and review of documentation stipulated in a letter that accompanies the signed grant agreement.
- C. Project Manager. The project manager is the applicant's single authorized representative for all contact with the authorized representative for MDE regarding the project. This includes all written and verbal communications with the authorized representative for MDE, processing grant-related paperwork, receipt of grant payments, etc. If the project manager changes from the information provided in the application, the applicant or grantee must notify the authorized representative for MDE in writing of this change. The project manager may be the same person as the applicant's building consultant.
- D. Architectural Supervision. The grantee shall provide engineering or architectural supervision and inspection to ensure that the completed work conforms to the approved plans and specifications.
- E. Accessibility. All facilities constructed must comply fully with Minnesota Statutes relating to accessibility by persons with disabilities, and the Americans with Disabilities Act of 1990 and its amendments.
- F. Energy Conservation. All facilities constructed must comply with Minnesota Statutes, sections 216c.19 and 216c.20 regarding energy conservation in public buildings.
- G. Timeline for Competitive Awards. The grantee must place the construction project under contract within 180 days from the date of grant award. A grantee may begin the project upon notification of the awarded grant. However, no state funding is guaranteed until the State and grantee complete a grant agreement.
- H. Construction Contract. The grantee shall competitively award construction contracts based on the submission of sealed bids, proposals submitted in response to a request for proposal, proposals submitted in response to a request for qualifications, or

proposals submitted for competitive negotiations. This also includes contracts for construction management services or design-build contracts. Such awards to a private sector contractor must be permitted by applicable municipal or county ordinance, or in compliance with state law. All procurement of goods and services must be made in a manner so as to provide maximum free competition.

- I. Project Publicity. If a library construction site sign is erected, other publicity is done for the project, or if specifications call for a plaque in the completed building indicating the date of completion and source of funds, the grantee shall give credit as follows: "This library building was funded in part with a grant from the Minnesota Department of Education using General Obligation Bonds under the authority of Minnesota Statutes, section 134.45."
- J. Final Inspection. The grantee should notify the MDE authorized representative of the date and time of final inspection so that the authorized representative may participate in such inspection for the purpose of concurring in the final acceptance of the building. The grantee shall also provide the MDE authorized representative of with a copy of the Certificate of Occupancy and electrical and plumbing inspection acceptances.
- K. Project Completion. The construction project shall be completed no later than five (5) years from the effective date of the grant agreement. There can be no extension beyond this date. Funds not expended before this time will revert to the State.
- L. Project Audit. At the completion of the project, a financial audit of the building program must be submitted within 90 days after issuance of the final project payment.

## **XII. WITHDRAWAL OF APPLICATION**

- A. The applicant may withdraw a grant proposal prior to the official application review without penalty.
- B. Construction plans of other communities, including going forward on a project, may be severely disrupted even if grant money becomes available later when a successful grant applicant withdraws. Consequently, if the applicant withdraws a grant proposal after a successful review, reliability issues ensue. Subsequent review committees will take into account the withdrawal circumstances when reviewing a new grant proposal by an applicant that withdrew after being awarded a grant.

## **XIII. RESUBMISSION OF APPLICATION**

An applicant whose project was not funded during the previous funding cycle may submit a new one in the next funding round. If a new application is submitted by the application submission date, it will be reviewed for eligibility and completeness and evaluated without bias.