Wyoming Library Multi-Purpose Community Facility Program (WLMCF)

Funding Application

This program is funded by the [Coronavirus Capital Projects Fund](#) (CPF) through the U.S. Department of the Treasury. For the WLMCF program guidance and additional information on the CPF, visit [library.wyo.gov/construction-program](#).

Legal name of Library:
Address:
City, State, ZIP:
County:
Employer ID Number (EIN):
Unique Entity Identifier (UEI):

Primary contact
      Name:
      Position:
      Phone:
      Extension:
      Email:

Project name: _____

Location of project (city/town): _____

Total project cost: _____

Grant funds requested: _____
Requests may not be less than $250,000 or more than $8,466,502.55.

YES ☐ **NO** ☐ If full funding is not available from the Wyoming Library Multi-Purpose Community Facility Program, can the project be modified?

If YES, attach no more than one page summarizing alternatives and potential impact on activities and services planned in the finished project.

Library data

Public libraries should use PLS data reported to the Wyoming State Library where applicable. Use annual data for most current fiscal year available. Mark N/A any items not applicable or not available.

Library System

Legal service area population_____
Community colleges and the university may use county population

Library operating income per capita: _____

Number of registered borrowers: _____

Project specific questions
(*Statistics should be for the specific project location planned, not for the library system as a whole.*)

Population of city/town where project will be located: _____
Community colleges and the university may use student population

Annual number of library hours open: _____

Library circulation
     Public libraries use per capita: _____
     Academic libraries use per student:_____

Number of public access computers: _____

Annual Public access computer uses: _____

Annual Wireless sessions: _____

Projected number of public access computers if project is funded and completed: _____
Total of all available in the library, not just those funded by the project.

Eligibility checklist

YES ☐ **NO** ☐ The library is
● A public library governed by Wyoming Statute 18-7-101 to 18-7-106 **OR** ● A publicly funded, accredited community college or university located within the borders of Wyoming.

YES ☐ **NO** ☐ Construction can begin on this project by October 1, 2024, and project will reach substantial completion by September 30, 2026.

YES ☐ **NO** ☐ Applicant will maintain and operate any funded capital assets to provide services or activities that directly enable work, education, and health monitoring for at least five years from the completion of the project.

YES ☐ **NO** ☐ The completed capital asset will be fully owned by the State of Wyoming or one of its political subdivisions.

YES ☐ **NO** ☐ All funds requested will be used for library purposes only and not for general improvements to non-library facilities.

YES ☐ **NO** ☐ The project will provide services and facilities available to all Wyoming residents at no cost to end users.

YES ☐ **NO** ☐ The project addresses a critical community need that **resulted from or was made apparent or exacerbated** by the COVID-19 public health emergency.

YES ☐ **NO** ☐ The project directly enables work, education, **AND** health monitoring.

YES ☐ **NO** ☐ The project meets all other requirements in the Wyoming Library Multi-Purpose Community Facility Program Guidance.

YES ☐ **NO** ☐ The project meets all requirements for Multi-Purpose Community Facility Projects in the U.S. Department of the Treasury [Guidance for the Coronavirus Capital Projects Fund](#).

If you have checked **NO** to any item, **STOP.** This project is not eligible for funding.

Project proposal

Project Abstract

(Limit one page)
Provide a concise summary of the Project Narrative and Budget.

Project Narrative

(Limit 15 pages, not including budget)
Answer the following questions in order, using the subheaders.

Pandemic response
What critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency does this project address? How will this project address it?

Projects must be designed to address impediments to community members' ability to directly engage in work, education, and health monitoring that resulted from or were made apparent or exacerbated by the COVID-19 public health emergency. Recipients are expected to first identify one or more impediments to participation in work, education, and health monitoring that resulted from or were made apparent or exacerbated by the COVID-19 public health emergency and then identify how any such impediments would be remediated with the Project.

Critical community need
What critical community need does this address?

The Project must be designed to address a critical need for the Project in the community to be served by it. Communities with a critical need for the Project include those that do not have access to the resources or services that are provided by the Project, whether because of the physical absence or insufficiency within the community of the type of resources provided by the Project, or because access to those resources is unaffordable, resulting in impediment(s) to participation in work, education, and health monitoring that were caused or exacerbated by the COVID-19 public health emergency.

Provide evidence of how this need was determined. Evidence of need may include such things as:
- Results of a formal needs assessment
- Survey data
- Other quantitative or qualitative data
- Community demographics
- Any other information the library has collected or compiled that supports the need for the project

Description of proposed capital asset investment
Briefly describe the proposed construction, expansion, or renovation project. Include:
- Planned square footage of constructed or renovated space
- Planned number of multi-purpose spaces
- Planned number of telemedicine rooms
- Planned number of computer labs
- Planned number of classrooms
- Other relevant physical components of the project
- Number of anticipated users
- Considerations in choosing the project site
- Status of real estate: ownership or option to buy
- Any unique or innovative features

Explain how design and construction features were selected and how those choices support enabling work, education, and health monitoring. Explain how the constructed, expanded, or renovated space will accommodate future growth and service changes. The project must enable work, education, and health monitoring for five years past completion date.

Enabling work, education, and health monitoring
Eligible projects must address all three components: work, education, and health monitoring. Consider both physical facilities and programs that these facilities will make possible. Completed projects may be used for other functions in addition to these three requirements, but eligible projects **must enable all three**.

- **How does this project enable work?**
  CPF definition: Activities to help community members engage in employment, search for employment, and/or develop the requisite skills and knowledge to become employed (e.g., participate in career counseling programs, workforce training programs, as well as gain access to internet websites to search for and apply to jobs).

- **How does this project enable education?**
  CPF definition: Activities to acquire knowledge and/or skills, undertaken as part of a person's participation in school, an academic program, extracurricular program, social-emotional development program for students or youths, internship, or professional development program, or in another educational environment.

- **How does this project enable health monitoring?**
  CPF definition: Services to monitor an individual's health, including with respect to either physical or behavioral health. Health monitoring activities are often conducted as part of telemedicine appointments with a healthcare provider, but these activities can be conducted in a variety of other ways, such as during in-person appointments with health care providers or as part of community health screening programs.

Technology plan

Project proposals must demonstrate adequate technology and connectivity to fully address pandemic response, critical community need, and enabling work, education, and health monitoring. Detail the library's plan to provide sufficient technology and connectivity.

Include:
- The number of computers, tablets, routers, and other electronic devices to connect to the internet
- Wiring or other construction to provide connectivity
- Anticipated broadband speed
- How the library will operate and maintain the assets to directly enable work, education, and health monitoring for at least five years after project completion

Community engagement

What community engagement efforts has the library conducted during planning for this project?

How does the library plan to engage the community during the project and after it is completed?

How is the library going to collect quantitative data (program counts, survey numbers, etc.) and what data will be collected on the community engagement efforts during the project and after it is completed?

Equity

How will this project provide equitable resources and opportunities, taking into consideration individuals and populations who may experience disproportionately poor work, education, and health outcomes?

Public transportation

Will the completed capital asset be accessible by public transportation? If not, how will accessibility be facilitated?

Project timeline

Provide a detailed timeline for the project. The timeline must include the anticipated date to begin construction and the anticipated date of substantial completion, defined as the date for which the project can fulfill the primary operations that it was designed to perform, delivering services to end-users.

Goals and Evaluation

Outline the project goals, including any target numbers for outputs and outcomes, and how the project will be evaluated to determine its success. Describe how outputs and outcomes will be measured or otherwise determined. Indicate any methods planned for collection of qualitative and/or quantitative data.

Project Budget and Sustainability

Budget and budget justification

Provide a detailed budget for the proposed project, including funds, real property, or other assets used toward the total project cost coming from sources other than the proposed grant. Indicate any federal funding from other sources. Indicate if any non-CPF funds are not yet secured. Include:

- Acquisition of site or building
- Architect and engineer fees
- Construction
- Moveable equipment and furniture necessary to complete the renovated or built space. Costs for replacement of existing equipment and furnishings not related to the project are ineligible for funding.
- All other fees and expenses

Explain how budget numbers were determined.

Sustainability

Detail your plan, including funding sources, to operate and maintain the assets to directly enable work, education, and health monitoring for at least five years after project completion.

CPF guidance requires that any capital assets funded under this program will provide services or activities that directly enable work, education, and health monitoring for at least five years from the completion of the project. The exact services or activities may change over time, so long as the project directly enables all three activities.

Required Attachments

- List of key project staff, roles and qualifications. At a minimum, this list must include project manager, fiscal agent, and individual responsible for determining compliance with applicable federal laws. See guidance for further detail.
- Architectural drawings or other visual representations of the planned project ● Cost estimates
- Documentation of real estate status: ownership or option to buy
  Please note: Costs incurred prior to award (if awarded) and the issuance of a Notice to Proceed are ineligible for funding.
- Copy of most recent audit
- List of board members
- Formal needs assessment documents, if available
- Survey, demographic, or other data used to support project need, if not included in needs assessment attachment
- Optional: Letters of partnership

Certification and signature

I certify:

YES ☐ **NO** ☐ I am the legally authorized agent to submit this proposal on behalf of the library **YES** ☐ **NO** ☐ I understand that grant funds will be issued on a reimbursement basis; all costs must be incurred, paid, and then submitted for reimbursement

YES ☐ **NO** ☐ This project will comply with:

- Wyoming Library Multi-Purpose Community Facility Program (WLMCF) Guidance ● The U.S. Department of the Treasury Guidance for the Coronavirus Capital Projects Fund, including:
  ○ Strong Labor Practices (pp. 11-12)
  ○ Compliance Requirements for Construction (p. 18)
  ○ Civil Rights Compliance (p. 19)
- Americans with Disabilities Act of 1990 (ADA)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200

YES ☐ **NO** ☐ This project will comply with all other applicable federal, state and Tribal laws

YES ☐ **NO** ☐ The project will provide services or activities that directly enable work, education, and health monitoring for at least five years after completion

Name: _____

Job title: _____

Date: _____

Signature _____

Application submission instructions
All applications, including attachments, must be submitted in PDF format to Anne Kuipers at anne.kuipers@wyo.gov, Paige Bredenkamp at paige.bredenkamp@wyo.gov, and Christi Weinzierl at christi.weinzierl1@wyo.gov **by 3:00 p.m Mountain Time on July 8, 2024**. Applicants will be notified when their applications are received. You may also call Anne Kuipers at (307) 777-5915, Paige Bredenkamp at (307) 777-6331, or Christi Weinzierl at (307) 777-5919 after submitting to confirm.

As email and other technical glitches sometimes occur, we recommend submitting early enough to receive confirmation before the deadline has passed.