

# Wyoming Library Multi-Purpose Community Facility Program

## Applicant Guidance

Grant application and additional information: [library.wyo.gov/construction-program](https://library.wyo.gov/construction-program)

## Program purpose

The [Wyoming Library Multi-Purpose Community Facility Program \(WLMCF\)](#) is funded by a grant to the State of Wyoming through the U.S. Department of the Treasury [Coronavirus Capital Projects Fund \(CPF\)](#). The fund was created through the American Rescue Plan Act of 2021 (ARPA) in response to the Covid-19 public health emergency.

The WLMCF program funds projects to construct or improve libraries that provide public access to the internet for purposes including work, education, and health monitoring such as offering digital skills programs and support for community members engaging in virtual learning. Grant funds will be issued on a reimbursement basis; all costs must be incurred, paid and then requested for reimbursement through the program.

Wyoming State Library staff can provide information and assistance as libraries consider what projects they may wish to apply for and prepare their applications. Contact Wyoming State Librarian Abby Beaver at [abby.beaver@wyo.gov](mailto:abby.beaver@wyo.gov) or (307) 777-5913 for help. **We strongly encourage consulting with the Wyoming State Library about any potential project prior to applying.**

## Coronavirus Capital Projects Fund Guidance

Applicants should review the U.S. Department of the Treasury [Guidance for the Coronavirus Capital Projects Fund](#) and [Coronavirus Capital Projects Fund Compliance and Reporting Guidance](#) before submitting. See also the [Frequently Asked Questions](#) on the CPF. Please note:

- The WLMCF only funds projects that fall under the Multi-Purpose Community Facility Projects section in the guidance
- Not all costs eligible under the federal guidance are eligible under the WLMCF
- All projects must comply with both the CPF and WLMCF guidance. Sections of particular importance to subrecipients in the CPF Guidance include:
  - Strong Labor Practices (pp. 11-12)
  - Compliance Requirements for Construction (p. 18)
  - Civil Rights Compliance (p. 19)

Questions about CPF subrecipient requirements may be directed to [Abby Beaver](#), [Anne Kuipers](#), [Paige Bredenkamp](#), or [Christi Weinzierl](#).

## Special considerations from the CPF guidance

### **Equity**

The U.S. Treasury encourages use of funds that promote strong, equitable growth, including racial equity, in communities with a critical need, such as high-poverty and rural areas. Applicants should demonstrate that the project will reach underserved and marginalized populations within the library's service area.

### **Community engagement**

Community engagement is a critical component of a successful project prior to, during, and after completion of construction. All project needs assessments and project plans should include a documented community engagement component.

Wyoming State Library staff are available to provide guidance on community engagement activities. Contact Wyoming State Librarian Abby Beaver at [abby.beaver@wyo.gov](mailto:abby.beaver@wyo.gov) or (307) 777-5913 for help.

## Timeline

### **Final application deadline is July 8, 2024.**

- Grant application period will open June 5, 2024.
- Grant application period closes July 8, 2024.
- Successful applicants will be notified by August 30, 2024.
- Project construction must begin no later than October 1, 2024
- Project construction must be completed by September 30, 2026.
- Capital assets funded by this program must be maintained and operated for five years after project completion to provide services or activities that directly enable work, education, and health monitoring

## Available funding

A total of \$8,466,502.55 is available.

- Minimum request: \$250,000
- Maximum request: \$8,466,502.55

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The number of awards made will be dependent on requested amounts and the decisions of a subgrant review committee. It is anticipated that the requests for funding will exceed the amount available.

Matching funds are not required for the WLMCF, although the project budget must show all sources of funding needed for project completion.

Grant funds will be issued on a reimbursement basis; all costs must be incurred, paid and then submitted for reimbursement.

**WLMCF funds may NOT be used to supplant already-budgeted local funds.**

## Eligibility

### Eligible applicants

Applications will only be considered from the following entities:

- Public libraries governed by Wyoming Statute 18-7-101 to 18-7-106
- Publicly funded, accredited community colleges and universities located within the borders of Wyoming

### Eligible projects

This subgrant program is limited to library construction and improvement projects from eligible applicants. Eligible projects are restricted to those that:

- Invest in library capital assets that will be owned by the State of Wyoming or one of its political subdivisions
- Directly enable work, education, and health monitoring
- Address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency
- Address a critical need of the community to be served by it
- Result in services and facilities available to all Wyoming residents at no cost to end users
- Demonstrate capacity to begin construction no later than October 1, 2024
- Demonstrate capacity to achieve substantial completion by September 30, 2026. Substantial completion is defined as the date for which the project can fulfill the primary operations that it was designed to perform, delivering services to end-users
- Demonstrate applicant capacity to maintain and operate the 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
- Provide equitable resources and opportunities, taking into consideration individuals and populations who may experience disproportionately poor work, education, and health outcomes
- Meet all other requirements for Multi-Purpose Community Facility Projects in the U.S. Department of the Treasury [Guidance for the Coronavirus Capital Projects Fund](#)

## **Eligible technology**

All projects must provide adequate internet access and technology to enable work, education, and health monitoring; address a critical need made apparent or exacerbated by the public health emergency; and address a critical community need. The application requires a technology plan that addresses these requirements.

Computers, tablets, routers, and other electronic devices to connect to the internet are **not eligible** for funding under this program. These are considered the local responsibility and must be accounted for in the application technology plan and budget. All applications must show adequate computers and devices to meet program requirements.

Costs for construction and equipment to provide internet access, such as wiring, **are eligible** under this program.

## **Eligible costs**

Funding under this program may be used for investment in library capital assets that will be owned by the State of Wyoming or one of its political subdivisions:

- Pre-project development costs and uses to include permitting, planning, architectural design, engineering design, and work related to environmental, historical, and cultural reviews
- Costs of repair, rehabilitation, construction, improvement, and acquisition of real property, equipment and furnishings, and facilities. Equipment and furnishings are limited to one-time purchases necessitated by the project

Fees paid for professional services (eg. architectural services) or costs for labor provided by the construction contractor are eligible for funding. Library personnel costs for those employed directly by the library are ineligible.

Construction and equipment costs for providing connectivity, such as wiring, are eligible for funding. Computers, tablets, routers, and other electronic devices to connect to the internet are ineligible for funding under this program and are the responsibility of the subrecipient. All costs must be for library purposes only and not for general improvements to non-library facilities.

## **Ineligible costs**

No funding shall be granted for:

- Indirect costs; indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.
- General improvements to non-library facilities
- Costs associated with completing the grant application
- Costs incurred prior to award (if awarded) and the issuance of a Notice to Proceed
- Data-gathering, feasibility studies, community engagement and public feedback processes, equity assessments and planning, and needs assessments

- Cost of long-term leases
- Library personnel costs
- Replacement of existing equipment and furnishings not related to the project
- Computers, tablets, routers, and other electronic devices to connect to the internet
- Public artwork
- Any items defined under Ineligible Project Costs in the U.S. Department of the Treasury [Guidance for the Coronavirus Capital Projects Fund](#) (p. 11 of document)

## Completing the application

### Eligibility checklist

All projects must meet all requirements in the eligibility checklist. Please reach out to the Wyoming State Library if you have any questions on any of the listed requirements.

### Narrative

#### **Project abstract**

Provide a brief summary of no more than one page of the overall project. Touch on all key elements of the project narrative and include the total budget and amount requested through this program.

#### **Project narrative**

The grant reviewer evaluation rubric will be taken directly from the sections listed in the narrative portion of the application. Answer each in order, using the section titles as subheads. It is not necessary to repeat the questions or definitions in your response.

The project narrative section is **limited to 15 pages total**.

### Project Budget

Provide a project budget that includes:

- Total project cost
- CPF funds requested
- Breakdown of expenditures by type and amount
- Any non-CPF funds and their sources
- A budget narrative that details how dollar amounts were determined

### Certification

The application must be signed by a legally authorized agent of the library who must certify that the library will comply with all applicable laws and grant guidance.

## **Required Attachments**

- List of key project staff, roles, and qualifications. An optional current vitae or resume may be used to indicate qualifications. At a minimum, this list must include:
  - Project manager
  - Fiscal agent
  - Individual responsible for determining compliance with applicable laws regarding federal funding including, but not limited to, 2 CFR Part 200 and construction requirements. It is recommended that this person has completed, or will complete, formal training such as the Local Public Agency (LPA) Certification from the Wyoming Department of Transportation. This individual is not required to be employed directly by the library.
- Architectural drawings or other visual representations of the planned project
- Cost estimates
- Documentation of real estate status: ownership or option to buy
- 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

Letters of partnership are limited to those from partners that are committing to specific material support or specific actions as part of the project. General letters of support that do not include a specific commitment will be discarded.

## **Reporting requirements**

The CPF requires a quarterly Project and Expenditure Report and an annual Performance Report. See the [CPF Fund Compliance and Reporting Guidance](#) for all requirements. The U.S. Treasury will provide detailed reporting instructions, including reporting timelines, in forthcoming reporting guidance.

Additional reporting not listed in this guidance may be required.

### **Quarterly Reports:**

At a minimum, recipients should collect and be prepared to provide the following for quarterly project and expenditure reports:

- Project description;
- Project location(s);
- Project start and end date;
- Project status;
- Project expenditures;
- Number of households, businesses, and anchor institutions to be served;

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- Location of communities to be served; and
- Description of how equity and community engagement activities informed project selection and design.

All Wyoming Library Multi-Purpose Community Facility Program projects will fall under the CPF Project Use Code 1C - Multi-Purpose Community Facility Projects. Reporting for this Use Code will include:

- Physical address of each Multi-Purpose Community Facility funded by the Project (Planned/Actual)
- Investment type
  - New construction, to include acquisition of property for development
  - Renovation/expansion of existing structure, to include acquisition of existing structures for renovation/expansion
- Type and number of features in the Multi-Purpose Community Facility (Planned/Actual):
  - Classroom
  - Computer Lab
  - Multi-purpose Space
  - Telemedicine Room
  - Other (with explanation)
- Total square footage funded by CPF dollars (Planned/Actual)
- Total number of individuals using the capital asset (Actual)
- Does the Multi-Purpose Community Facility have proximate access to public transportation? (Y/N)

## Annual reports:

Recipients must submit an annual Performance Report, as outlined in the [Coronavirus Capital Project Fund Compliance and Reporting Guidance](#) (see section beginning p. 11). This reporting will include, but is not limited to:

- Uses of Funds
- Promoting Equitable Outcomes and Addressing Critical Needs
- Labor
- Community Engagement
- Civil Rights Compliance

This information will need to be submitted to the State Library annually on July 1 of every year through and including July 2026. A final performance report is also due March 27, 2027 for the period of performance occurring between July 1, 2026 and December 30, 2026.

An updated budget must be provided every year in correspondence as to how much has been spent each fiscal year thus far, and how much you expect to incur in the years remaining. A detailed summary must be included if there are any major changes to a prior submitted budget, including deviations from budget, program scope, or objective.

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Additional reporting may be required. See the [guidance](#) for current details on each report.

## Additional reporting requirements

Subrecipients using other federal grant funds or using CPF funds as a match for or in addition to other federal funds will have additional reporting requirements.

Among other requirements contained in 2 C.F.R. 200, Appendix II, all contracts made by a Recipient or Subrecipient in excess of \$100,000 that involve employment of mechanics or laborers must include a provision for compliance with certain provisions of the Contract Work Hours and Safety Standards Act, 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. Part 5). And as noted below in Section III.C, Treasury will seek information from Recipients on their workforce plans and practices related to Capital Projects Fund Projects, as well as information about subcontracted entities.

## Post-project reporting

CPF funding requires that all projects provide services or activities that directly enable work, education, and health monitoring for at least five years after completion. All subrecipients will be required to submit the following information:

- An annual summary of services and activities for each library fiscal year through State FY2031, to be submitted at the same time as the Public Libraries Survey (PLS)
- A final summary of services and activities through December 31, 2031 or 5 years from completion of project, whichever is sooner, to be submitted by March 31, 2032

## Audit requirements

A library that expends \$750,000 or more during its fiscal year in Federal awards must have a single or program-specific audit conducted for that year. Libraries exempt from this requirement must make project records available for review or audit by appropriate officials of the U.S. Treasury, State of Wyoming, and Government Accountability Office (GAO). See [CFR 200.501](#) To review all audit requirements.



## Submitting the application

All applications, including attachments, must be submitted in PDF format to [Anne Kuipers](#), [Paige Bredenkamp](#), and [Christi Weinzierl](#) **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 (307) 777-7281, 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.

## Questions?

For questions on the program, guidance, or application, please reach out to Anne Kuipers (307) 777-7281, Paige Bredenkamp at (307) 777-6331, or Christi Weinzierl at (307) 777-5919. For discussion of project ideas, Contact Wyoming State Librarian Abby Beaver at [abby.beaver@wyo.gov](mailto:abby.beaver@wyo.gov) or (307) 777-5913 for help.