

Agency: Commerce, Community and Economic Development

Grants to Municipalities (AS 37.05.315)

Grant Recipient: Matanuska-Susitna Borough

Project Title:

Project Type: New Construction and Land Acquisition

Matanuska-Susitna Borough - Sutton Community Library & Resource Center

State Funding Requested: \$1,700,000

House District: Mat-Su Areawide (13-16)

One-Time Need

Brief Project Description:

The new 5,000-square-foot LEED-certified Sutton Community Resource Center/Library will current services to children and adults. In addition, it will provide the needed community space for local organizations and the expansion of current community program offerings.

Funding Plan:

Total Cost of Project: \$3,400,000

	<u>Funding Secured</u>		<u>Other Pending Requests</u>		<u>Anticipated Future Need</u>	
	<i>Amount</i>	<i>FY</i>	<i>Amount</i>	<i>FY</i>	<i>Amount</i>	<i>FY</i>
State Funds	\$50,000	07				
Rasmuson Foundation					\$593,000	11
Local Funds	\$682,000	03, 04, 05, 08				
Other Funds	\$25,000	10	\$300,000	10		
Total	\$757,000		\$300,000		\$593,000	

Explanation of Other Funds:

Secured Funds: \$25,000 - Funds raised by the Friends of the Sutton Library

Non-State Funds Requested but not secured: \$300,000 grant submission to the Mat-Su Health Foundation. Project Pitch for \$300,000 was accepted and we were awarded the approval to submit our grant application.

Additional Funding we intend to secure: \$593,000

The Rasmuson Foundation has stated support for this project contingent on additional funding.

Detailed Project Description and Justification:

The current Sutton Library has outlived its usefulness and is too small to adequately serve the needs of the community. Funding is requested to build a new Sutton Community Resource Center/Library.

This multipurpose facility will serve the residents of Sutton, Chickaloon, Glacier View, and Lake Louise. Conceptual and operational business plans are in place for this facility, which will be twice the size of the current library. This facility will house all the amenities of a modern library, including a large community room, small meeting room, technology area, and reading area. Patrons of the Sutton Community Resource Center/Library will have access to the entire network of materials and educational programs shared throughout the Matanuska-Susitna Library Network.

For use by Co-chair Staff Only:

**\$1,700,000
Approved**

The new Sutton Community Resource Center/Library will be located on an existing borough-owned parcel next to the Alpine Historical Park. This facility will serve the educational, civic, cultural, creative, and intellectual needs for the residents of the area for years to come and will be a learning environment for people of all ages.

Project Timeline:

Site Purchased: October 2007
Foraker Pre-Development Completed: February 2010
Architect/Engineer Selected: April 2010
35% Design: Mid June 2010
65% Design: Late July 2010
Clear and Grub/Install Septic: July 2010
Complete Design: Late August 2010
Construction Contract Awarded: November 2010
Grand Opening: November 2011

Entity Responsible for the Ongoing Operation and Maintenance of this Project:

Matanuska-Susitna Borough

Grant Recipient Contact Information:

Name: John Duffy
Address: 350 E. Dahlia Avenue
Palmer, AK 99645
Phone Number: (907)745-9689
Email: J.Duffy@matsugov.us

Has this project been through a public review process at the local level and is it a community priority? Yes No

Library Construction and Major Expansion Matching Grant Program

FY2011 APPLICATION

(Issued January 31, 2010)

Submission Details: Send an **ORIGINAL and 4 copies** to: Jill Davis, Grant Manager, Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs, 211 Cushman Street, Fairbanks, AK 99701. All Applications must be **RECEIVED in the Fairbanks Office** no later than 4:30 PM on Wednesday, March 31, 2010.

Name of Applicant	Matanuska-Susitna Borough
Name of Community(s) to benefit.	Sutton, Chickaloon, Glacier View, Lake Louise
Co-Applicant (if any)	

Applicant Entity Type (check one)

- City or Borough**
Native Village Council
Community in the unorganized borough

Title of Project	Sutton Community Resource Center / Library
Applicant Contact Person	Linda Brenner
Mailing Address	Matanuska-Susitna Borough 350 E Dahlia Avenue, Palmer, AK 99645
E-mail Address	lbrenner@matsugov.us
Telephone Number	(907) 745-9634
Fax Number	(907) 745-9635

DCCED Certified Population of Community to be served: Lake Louise(80), Chickaloon (249), Sutton (1,310), Glacier View (247)

(Population information available: http://www.commerce.state.ak.us/dca/commdb/CF_COMMDB.htm)

Proposed Budget	
Library Construction & Major Expansion Matching Grant Request:	\$ 1,650,000
+ Cash Match:	\$ 1,631,314
+ In-Kind Contributions:	\$ 39,237
= TOTAL Project Cost:	\$ 3,320,551

Certification

I certify to the best of my knowledge that the information in this application is true and correct. I certify that I am legally authorized to sign and submit this application and to financially commit the applying organization to the project should it be selected for inclusion in and funding by the Library Construction and Major Expansion Matching Grant Program. I further certify that the applicant will comply with all applicable State and Federal laws and regulations implementing this project if it is selected for funding.

Signature of Certifying Officer: _____ Date _____

Printed Name and Title of Certifying Officer: John Duffy, Borough Manager

SECTION 1: Project Description/Need

25 Points

Provide a narrative description of the library project. Does the community currently have a public library? Has the community created a plan for public library service? Submit the plan for public library service with your application. What is the square footage of your proposed project? Where will the project be located? If the project is for expansion of an existing public library, does construction increase the square footage of the facility by not less than 30%? Is the project for construction of a public library that will be located as part of a municipal or other community facility? (Attach extra pages as necessary.)

The community of Sutton currently has a community resource center/ library located at 11317 N. Jonesville Mine Road. The Sutton Community Resource Center / Library was established in the early 1970's by volunteers. The library was originally located in a post office, then in a local store, and out of a storage building attached to the fire station with no heat or restroom facilities. A new fire station was constructed in 1980 and the old 1,600 square foot facility was used as a youth center with the library still operating in the attached storage area. In the early-1980's the fire hall / youth center was remodeled to house the library and the Matanuska-Susitna Borough (MSB) assumed operation of the facility. Since then, the building has had additional renovations to its current 2,400 square feet to accommodate the growing needs of the community.

The Sutton Community Resource Center/Library currently provides the following public library and community resource services:

- New Fiction Titles & Non-Fiction Material for Adults, Young Adults and Juveniles
- Audio and Video Material for Adults, Young Adults and Juveniles
- Reference & Alaska Collections
- Access to Government Publications
- Story Hours for Preschoolers
- Baby Lap-Sit Programs for Babies/Toddlers and their parents.
- Summer Reading Programs
- Winter Reading Programs
- After-School Programs for Elementary Aged Children
- Author Visits
- Adult Book Clubs
- Burn Permits
- Public Notary Service
- Xerox Machine Service
- Internet Access
- Public Health Clinics
- Musical Performances
- Community Meeting Room
- Proctoring for Exams
- Fax Service
- Public Use Computers
- Equipment
- Access to Alaska Permanent Fund Forms
- Access to IRS Forms and Information
- Student Loan Applications
- Voter Registration and Absentee Voting

Funding is being requested for the construction of the proposed new Sutton Community Resource Center / Library. It is a 5,280 sq. ft. facility designed for residents of the upper Glenn Highway. With a large community room and small meeting room, it will support the educational, civic, and cultural activities of our communities as well as the intellectual, creative, and inspirational endeavors of residents for the next 20 years. The new facility will be located at 22202 E. McPherson Avenue (corner of McPherson and Chickaloon) on a piece of property purchased by the Matanuska-Susitna Borough for this purpose. The project objective is to construct a state of the art, LEED certified, facility that serves as both an educational and social destination for our communities, providing technology, resources, and programming for residents and visitors of our area.

Through the generosity and services of the Foraker Pre-Development Program, we have a conceptual plan in place, a project development plan and the ability to sustain the ongoing operational costs of the facility. The new facility will adjoin the Alpine Historical Park which is owned by the Matanuska-Susitna Borough. Sharing parking and water with the park extends resources for both facilities. Located in the heart of our community, the facility creates a town center or destination that is easily accessible to the local community as well as to residents who live further up the Glenn Highway.

See attached: Sutton Community Resource Center Development Plan

SECTION 2: Project Impact

25 Points

Provide a narrative identifying the benefits to the community which will result from the proposed project. Identify how the project will contribute to new or improved library services in your community. If the community does not have a public library, has a plan been developed for public library service? Submit the plan with your application. Describe how the proposed project will meet the library needs of the community for at least 20 years. Describe the effects of staffing, maintaining, and costs of operating the proposed facility. (Attach extra pages as necessary.)

A new facility in Sutton will enable us to offer expanded programming to adults and children as well as spaces for each user group. Our desire is to continue to be a community resource center, providing not only library service and programs but programming space for local organizations as well as information and access to local government.

New and expanded services of a new facility will provide:

- Quiet study areas for research and small working groups.
- Compliance with the Americans with Disabilities Act (ADA).
- Comfortable areas for reading, viewing and listening to library material.
- Programming for all ages that will not infringe on others use of the facility.
- Author and Artist Visits.
- Larger meeting room spaces for local groups and expanded programming needs.
- A space for public service and art displays.
- Safe access for everyone in a modern building.
- Class tours for children.
- Technology training for adults and children.
- Additional public access computers for adults and children.

Based on a space needs study and project development plan (attached) performed by the Foraker Group as part of the Pre-Development Program this facility is anticipated to serve the community's needs for 20 years.

The Matanuska-Susitna Borough has financial responsibility for the operation, maintenance and care of the new facility, including all associated equipment and library personnel. Current hours of service are: Sunday & Monday, Closed; Tuesday, 11-8; Wednesday, 10-7; Thursday, 11-8; Friday, 10-7 and Saturday, 11-4 (41).

See attached: Sutton Community Resource Center Development Plan

SECTION 3: Project Budget

25 Points

Proposed Grant Budget

(Show amounts, as appropriate.)

Category	Library Grant Request	Cash Match	In-Kind Match	TOTAL
Labor/Fringe Benefits	\$	\$	\$	\$
Materials/Supplies	\$	\$	\$	\$
Freight	\$	\$	\$	\$
Contractual	\$ 1,550,000	\$ 1,556,314	\$ 39,237	\$ 3,145,551
Equipment Rental/Purchase	\$	\$	\$	\$
Other (explain)	\$	\$	\$	\$
Administration	\$ 100,000	\$ 75,000	\$	\$ 175,000
TOTALS	\$ 1,650,000	\$ 1,631,314	\$ 39,237	\$ 3,320,551

Budget Narrative

Explain each amount in the above table and how it was computed. You must attach documentation supporting cost estimates to secure points in Project Rating. Attach extra pages, as necessary.

Labor/Fringe Benefits: (Identify job titles and responsibilities. Explain rates of pay and how costs were computed including fringe benefit calculations.)

Included in Contractual – The Matanuska-Susitna Borough will solicit a bid for the project which will incorporate these costs.

Materials/Supplies: (Identify the materials/supplies to be purchased. Include cost estimates from suppliers. Explain how the materials/supply purchase supports the project.)

Included in Contractual.

Freight: (Identify any freight costs and provide cost estimates from suppliers.)

Included in Contractual.

Contractual: (Identify contractual costs. Provide cost estimates from potential firms. Explain how the contractual costs support the project.)

See attached budget.

Equipment Rental/Purchase: (Identify the equipment to be rented or purchases. Identify rental rates and number of rental hours estimated. Provide cost estimates from suppliers. Explain how the equipment supports the project)

Included in Contractual.

Other Costs: (Identify other costs that do not fit into above categories. Provide information on how the cost estimate was derived.)

Administration: (Identify and attach documentation explaining how you computed administration costs not to exceed 10% of the total project budget.)

See attached budget.

SECTION 3 – CONTRACTUAL BUDGET

Budget (Total Cost of Project, including list of specific items and costs)

Land		
Purchase of Land and closing costs	\$	26,952
Due diligence: site and environmental analysis	\$	3,385
Land Appraisal, title report	\$	6,250
	Land Subtotal	\$ 36,587
Hard Costs		
Building Construction (Estimations, Inc.)	\$	2,294,880
Special Inspections (required by building code)	\$	20,000
Building Commissioning (for LEED)	\$	15,000
Furniture, Fixtures and Equipment	\$	125,000
Communications & IT	\$	50,000
	Hard Costs Subtotal	\$ 2,504,880
Soft Costs		
Administrative		
MSB Grant Administration Fee	\$	4,200
Pre-Development Costs Foraker Group	\$	39,237
Other potential expenses (LEED registration, legal, title, re-plat, appraisal, environmental audit (if required))	\$	10,000
Design		
Survey	\$	10,000
Soils testing and geotech report	\$	10,000
Well flow test and concept design (Gary Wolf)	\$	6,159
Design (includes LEED energy modeling) and bidding assistance	\$	250,000
Management		
Program Management	\$	100,000
Construction Administration (by A/E)	\$	75,000
	Soft Costs Subtotal	\$ 504,596
Project Cost, Subtotal	\$	3,046,063
Project Contingency, 12% of construction cost	\$	274,488
	Total Estimated Project Cost	\$ 3,320,551

Cash and In-Kind Match*

*Documented match in the amount of 50% of the total project budget is required.

Cash Match: (Explain the source of these funds and provide documentation of commitment.)

Source and Amount of Project Funds Raised to Date or Pending:

SOA, DCCED Grant	\$ 50,000	Raised (grant agreement attached)
Friends of Sutton Library	\$ 25,000	Raised (Capital Campaign Contributions List attached)
MSB Capital Funding	<u>\$ 688,572</u>	Raised (
Total Raised:	\$763,572	
MSHF Request	\$ 300,000	Pending
Rasmuson Application	\$ 567,742	Pending
State Grant Application (AS 37.05.315)	\$1,650,000	Pending
Total Pending:	\$2,517,742	
Total Raised	<u>\$ 763,572</u>	
Total Estimated Project Cost:	\$3,281,314	

In-Kind Match: (Explain the source of these funds and provide documentation of commitment.) Examples of in-kind match include the cost or value of land, site preparation, any planning documents that have already been prepared for the project, donated materials or the value of work already completed on the project.

Foraker Group	\$ 39,237	In-Kind
Sutton Community Resource Development Plan (attached)		

All applications must include an Operation and Maintenance budget for the constructed library project which identifies funding sources that will support the operation and maintenance of the facility after construction.

SECTION 4: Grant Administration and Project Management Capabilities 25 Points

(Attach extra pages as necessary)

Identify the applicant's key personnel, including at a minimum, the project manager and financial or administrative manager and provide the following information for each individual:

- Name and position title.
- Responsibilities and relationship to this project.
- Previous experience with similar projects and/or any projects funded by grants from other state or federal agencies.
- Individual résumés of key personnel should also be included.

Applicants must submit copies of the most recent audit or certified financial statement with the original application and each of the 4 copies of the application.

Applicants must also demonstrate they have the expertise and ability to operate and maintain the proposed public library.

Do you have the cash reserves necessary to run this project on a cost reimbursable basis?

Project Manager - Shaune E. O'Neil, P.E. was hired as the Borough's Public Works Director in September 2009 and is responsible for the oversight of all borough construction projects and facility maintenance. Her resume submitted for this position is attached.

Financial / Administrative Manager - Tammy Clayton, Borough Finance Director since 1998. Ms. Clayton is responsible for oversight of the borough's financial operations and risk management and her resume is attached.

The Matanuska-Susitna Borough has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the past 24 years.

Copies of the of the Balance Statement for year ending June 30, 2009, Income Statement for year ending June 30, 2009, Fiscal Year 2010 Assembly Approved Budget for the Sutton Public Library, Budget Performance Report July 1, 2009 – March 26, 2010 for the Sutton Public Library are all attached. Proposed operating budget for new facility included within the Sutton Community Library Resource Center Development Plan.

The borough has sufficient cash reserves necessary to run this project on a cost reimbursable basis.

Application Checklist

- Completed and Signed Authority to Participate
- Completed and Signed Application Cover Sheet, identifying Applicant Contact Person
- Completed and Signed Waiver of Sovereign Immunity, if appropriate
- Completed Application with Narratives addressing areas identified in Sections 1 through 4 of the Application Packet which are:
 - Project Description/Statement of Need
 - Project Impact
 - Project Budget
 - Grant Administration and Project Management Capabilities

The following documentation should be attached in order to receive maximum points in Project Rating:

- ... Copy of the community's plan for public library service
- ... Professional cost estimates and documentation for budget items
- ... Design, engineering or site plan if appropriate
- ... Permits, if appropriate
- ... Site control (deed, lease, etc.) as projects involve the use of land or an existing facility
- ... Information showing that those who will carry out the project are qualified to do so (i.e., résumés)
- ... Copies of all cooperative agreements, if appropriate
- ... Copies of the most recent audit or certified financial statement
- ... Post construction Operations and Maintenance Budget
- ... Any other documentation that will help your project secure more points in Project Rating



United States Department of Agriculture
Rural Development
Alaska State Office

April 1, 2010

John Duffy, Borough Manager
Matanuska-Susitna Borough
350 Dahlia Avenue
Palmer, AK 99645

Dear Mr. Duffy:

This letter is in regards to the Borough's application for funding the construction of the Sutton Community Resource Center. Based on a second review of the Non-Areawide Funds we have determined that the Mat-Su Borough is eligible for 75% of the total project cost in grant funds. However, due to limited grant funding we can only provide up to \$500,000.

The Secretary of Agriculture has created a Library Initiative as part of the American Recovery & Reinvestment Act (ARRA). With that, grant funds have been set aside for library purposes. Our state allocation is \$500,000, which could be used, subject to the State Director's concurrence, for the Sutton Community Resource Center.

All projects requesting ARRA funds go to the Secretary of Agriculture for review and approval; we call this the book process. Books are submitted about every three weeks and it takes about four (4) to eight (8) weeks to get approved, with an average being about four (4) weeks. All ARRA funds must be obligated by September 30, 2010.

In order to receive this special allocation, we need to have your project "shovel ready" by June 1, 2010. This means the environmental must be complete and all funding sources for this project are committed. We understand that you are awaiting a 1.6 million dollar allotment from the State of Alaska for this project and you will not have final verification until after July 1, 2010. We will be willing to submit this project into the book process subject to those funds being committed.

If you wish to utilize Rural Development's funding, we will need to have an updated SF424 application form submitted to us as well as other items listed on the checklist provided to the Recreation and Library Services Manager. If you have any questions please feel free to call me at (907) 761-7733.

Sincerely,

A handwritten signature in blue ink that reads "Misty D. Hull".

MISTY D. HULL
COMMUNITY PROGRAMS SPECIALIST
USDA RURAL DEVELOPMENT

cc: Dan Keyes, Recreation and Library Services Manager

800 West Evergreen • Suite 201 • Palmer, AK 99645
Phone: (907) 761-7705 • Fax: (907) 761-7783 • TDD: (907) 761-7786

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