



*City  
Council  
Report*

Item: 20  
Category: NEW BUSINESS  
Meeting Date: December 6, 2022

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**TITLE:** Authorization for the Grant Application, Acceptance, and Execution of the Grant Funds from the State of California Budget Act of 2021 (SB 129), for the Campbell Library Renovations Project (Project No. 23-SS); Authorizing the City Manager to Execute the Funding Agreement with the California State Library and Any Amendments Thereto; and Authorizing the Finance Director to Perform a Budget Adjustment (Resolution/Roll Call Vote)

### **RECOMMENDED ACTION**

That the City Council adopt a Resolution authorizing the grant application, acceptance, and execution of the grant funds from the State of California Budget Act of 2021 (SB 129) for the Campbell Library Renovations Project (Project No. 23-SS); authorizing the City Manager to execute the Funding Agreement and Any Amendments with the State of California Library; and authorizing the Finance Director to perform a budget adjustment.

### **BACKGROUND**

On July 12, 2021, the State of California approved the Budget Act of 2021 (SB 129) – allocating one-time funds in the amount of \$439 million to the California State Library. In turn, the California State Library developed the Building Forward Grant Program to address the safety and critical maintenance needs of public library facilities throughout the State of California. The grant would be facilitated through a competitive application process and award a maximum of \$10 million to each California public library building that meets the program qualifications.

In early 2022, staff submitted the City's application for the Building Forward Grant Program with a request for funds that would be used for the Campbell Library Renovation Project (Project No. 23-SS). By the end of the grant application deadline on March 21, 2022, the California State Library had received a total of 275 applications from 86 jurisdictions. Grant requests ranged from \$14,300 to \$10 million (the maximum award amount), with an average of nearly \$2 million per request. In all, requests exceeded a total of \$551 million in State grant funding, for projects worth a combined \$1.1 billion. By September 2022, the California State Library had awarded over \$254 million in funds to 234 local libraries from 172 cities spanning across 34 counties, to those libraries with the most pressing safety concerns and/or critical maintenance needs.

The grant application for the Campbell Library was developed collaboratively by City staff, Santa Clara County Library District staff, and the project design team and was focused on the areas as defined in the call for projects:

- Mandated Fire and Life Safety Improvements per 2019 California Building Code & Fire and Smoke Protection Requirements**

These critical measures will protect the building from extreme temperatures, wind, water absorption, termites, noise, mold, and all forms of pollution, while helping the building become more energy-efficient and cost-effective. These improvements will help keep the building warm during cold weather, and cool when temperatures are high – a critical amenity to the public as the Campbell Library is often a refuge for residents during times of emergency or extreme weather.

The cladding will help reduce the risk of fire destruction, and make the structure stronger, also increasing its durability. Waterproofing the subgrade foundation walls of the Library building will prevent water infiltration, mold growth, protect the structural foundation, and improve the air quality to protect people in the building.

- Critical Systems & Maintenance**

Over the Library’s 48-year history, the building has experienced system failures on a regular basis. As a result, failures have caused work stoppages and have limited patron access. The Library requires a significant amount of resources to bring its electrical, lighting, HVAC, mechanical, plumbing, communications, security, and elevator systems up to current and mandated California Building Codes while meeting industry standards for safety and functionality. These critical improvements will provide a dependable and safe community space for staff and visitors alike.

- Compliance with California Americans with Disabilities Act (ADA) and State statutes**

The Campbell Library building was constructed 48 years ago, and as such, requires a significant amount of resources to bring the building’s accessibility up-to-date and current with the mandated requirements of California’s Americans with Disabilities Act (ADA) and State statutes. These are essential modifications to ensure library services are available and accessible to all visitors.

More specifically, the grant application included the following cost estimates to address these areas of concern. Please note that the source of City matching funds is available and allowable Measure O Bond proceeds for the Library Renovation Capital Project (#23-SS):

	State Library Grant	Local (City) Match	Total Cost
<b>Mandated Fire and Life Safety Improvements</b>			

2 HR Fire Rating	\$250,000	\$250,000	\$500,000
Fire Stopping	\$4,500	\$4,500	\$9,000
Fire Suppression	\$180,500	\$180,500	\$361,000
Fire Alarm	\$106,000	\$106,000	\$212,000
Hazmat Abatement	\$154,000	\$154,000	\$308,000
<b>Critical Maintenance</b>			
Subgrade Waterproofing	\$80,000	\$80,000	\$160,000
Building Cladding	\$243,000	\$243,000	\$486,000
Roofing	\$243,000	\$243,000	\$486,000
Caulking & Sealants	\$17,500	\$17,500	\$35,000
<b>Critical Systems</b>	\$439,000	\$439,000	\$878,000
Electrical	\$581,500	\$581,500	\$1,163,000
HVAC	\$649,500	\$649,500	\$1,299,000
Plumbing	\$330,000	\$330,000	\$660,000
Communications	\$116,500	\$116,500	\$233,000
Security	\$28,500	\$28,500	\$57,000
<b>Compliance with California Americans with Disabilities Act (ADA) and State statutes</b>			
	\$63,000	\$63,000	\$126,000
ADA Code Compliant Elevator	\$214,000	\$214,000	\$428,000
ADA Code Compliant Doors	\$14,000	\$14,000	\$28,000
ADA Code Compliant Stairs	\$103,500	\$103,500	\$207,000
<b>Total Supplies/Materials</b>	<b>\$3,818,000</b>	<b>\$3,818,000</b>	<b>\$7,636,000</b>
<b>Permits and Inspection Fees</b>	\$351,500	\$351,500	\$703,500
<b>Construction Management</b>	\$120,000	\$120,000	\$240,000
<b>Total</b>	<b>\$4,289,500</b>	<b>\$4,289,500</b>	<b>\$8,579,000</b>
10% Contingency	\$428,950	\$428,950	\$857,900
<b>Grant Total</b>	<b>\$4,718,450</b>	<b>\$4,718,450</b>	<b>\$9,436,900</b>

On September 12, 2022, the City received a letter (Attachment B) from the California State Library with the State’s intent to award \$4,718,450 from the Building Forward Grant Program to the City of Campbell for use on the City’s Library Renovations Project. The intent letter also informed staff that the City of Campbell had competed against a total of 275 applicants and was ranked 21 out of the 234 approved applications (with number one being the highest grant amount awarded). The State would be following-up

the intent letter with an official award letter containing the documentation certifying the State’s award of the intended amount, and information for staff regarding additional terms of use.

**DISCUSSION**

On October 18, 2022, the City received the State’s official award letter with confirmation that the State would be awarding the total grant amount of \$4,718,450 to the City. (See Attachment C.) Also included with the official award letter was the project period, the required match amount (i.e., amount of funds the City is required to contribute per the conditions of the grant), the Grant Agreement, and a list of unallowable costs. Furthermore, it included templates and guidance for submitting the items below, which are required for the California State Library to process the City of Campbell’s request for payments:

- Confirmed Project Budget
- Final Project Implementation Plan
- Certification of Compliance
- Letter Certifying Availability of Match Funds (if applicable)
- Resolution Authorizing Acceptance of the Grant
- Signed Grant Agreement
- Completed Fiscal Claim Form for the first award payment

Per the terms of the Building Forward Grant Program, the State Library requires the City to adopt a resolution authorizing the grant application, acceptance, and execution of the grant funds and authorizing the City Manager to execute the Funding Agreement and any Amendments with the State of California Library. Upon City Council’s approval, a copy of the adopted resolution will be uploaded to the State Library’s grants management system at: <https://webportalapp.com/sp/buildingforward>.

Once the State Library receives the City’s adopted resolution, they will send the final award documents for signatures through DocuSign to the City Manager in the coming weeks. The DocuSign packet will include the official Grant Agreement, Certification of Compliance, and initial Allocation Claim Form.

Project Timeline

The Grant terms will begin on the date of execution of the Agreement by both parties and remain valid through March 31, 2026. The State Library requires all Grantees to submit interim and final narrative and financial reports on the progress and activities of the project to the State Library throughout the duration of the Project. All narrative and financial reports are due to the State Library on the dates listed below:

Reporting Period	Report	Due Date
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Project start date – March 2023	Financial Reports Due	May 1, 2023
April 2023 – June 2023	Financial Reports, Expenditure Detail, and Narrative Reports Due	July 31, 2023
July 2023 – September 2023	Financial Reports Due	October 31, 2023
October 2023 – December 2023	Financial Reports, Expenditure Detail, and Narrative Reports Due	January 31, 2024
January 2024 – March 2024	Financial Reports Due	April 30, 2024
April 2024 – June 2024	Financial Reports, Expenditure Detail, and Narrative Reports Due	July 31, 2024
July 2024 – September 2024	Financial Reports Due	October 31, 2024
October 2024 – December 2024	Financial Reports, Expenditure Detail, and Narrative Reports Due	January 31, 2025
January 2025 – March 2025	Financial Reports Due	April 30, 2025
April 2025 – June 2025	Financial Reports, Expenditure Detail, and Narrative Reports Due	July 31, 2025
July 2025 – September 2025	Financial Reports Due	October 31, 2025
October 2025 – December 2025	Financial Reports, Expenditure Detail, and Narrative Reports Due	January 30, 2026
January 2026 – March 2026	Final Financial, Narrative, and Expenditure Reports Due	April 30, 2026

**FISCAL IMPACT**

Upon the Council’s formal acceptance of the grant, staff will make the necessary adjustments to incorporate the \$4,718,450 of funds into the project’s total budget and ensure the use of these funds remains allocated to the project’s intended scope-of-work as defined in the grant application. The attached budget adjustment has been prepared to accept the funds and allocate them to the Campbell Library Renovations Project (Project 23-SS).

**ALTERNATIVES**

Do not accept grant funding for this project

## **Abdulla Ahmed**

Prepared by:

\_\_\_\_\_  
Abdulla Ahmed, Sr. Project Manager

Reviewed by:

  
\_\_\_\_\_  
Todd Capurso, Director of Public Works

Approved by:

  
\_\_\_\_\_  
Brian Loventhal, City Manager

### **Attachment:**

- a. Resolution
- b. State Library Grant Award - Campbell Library - 9-12-2022
- c. Campbell Library - Award Letter - 10-19-2022
- d. State Library Grant Budget
- e. State Library Grant - Building Forward Implementation Plan
- f. Budget Adjustment Form

## RESOLUTION NO.12921

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AUTHORIZING THE GRANT (STATE GRANT NO. BF-1-21-012) APPLICATION, ACCEPTANCE, AND EXECUTION OF THE GRANT FUNDS FROM THE STATE OF CALIFORNIA BUDGET ACT OF 2021 (SB 129) FOR THE CAMPBELL LIBRARY RENOVATIONS (PROJECT NO. 23-SS); AUTHORIZING THE CITY MANAGER EXECUTE THE FUNDING AGREEMENT WITH THE CALIFORNIA STATE LIBRARY AND ANY AMENDMENTS THERETO; AND AUTHORIZING THE FINANCE DIRECTOR TO PERFORM A BUDGET ADJUSTMENT

**WHEREAS**, the Legislature and Governor of the State of California have provided funds for the program shown above; and

**WHEREAS**, the California State Library has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

**WHEREAS**, said procedures established by the California State Library require a resolution certifying the approval by the City Council of the City of Campbell either before submission of said application(s) to the State or prior to execution of the grant agreement; and

**WHEREAS**, the City of Campbell will enter into an agreement with the State of California to carry out the project; and

**WHEREAS**, the City of Campbell proposes to implement the Campbell Library Renovations, Project No. 23-SS (State Grant No. BF-1-21-012), and

**WHEREAS**, the City of Campbell has the legal authority and is authorized to enter into a funding agreement with the State of California; and

**WHEREAS**, the City of Campbell applied and was awarded grant funding in the amount of \$4,718,450 from the California State Library for the Campbell Library Renovations, Project No. 23-SS (State Grant No. BF-1-21-012); and

**WHEREAS**, a budget adjustment has been prepared to accept the grant funds and allocate them to the Campbell Library Renovations, Project No. 23-SS;

**NOW, THEREFORE, BE IT RESOLVED** by the City of Campbell, with acknowledgement of the Santa Clara County Library District, as follows:

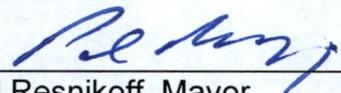
1. That pursuant and subject to all the terms and provisions of the California Budget Act of 2021, the City of Campbell City Manager, or designee, is hereby authorized and directed to prepare and file an application for funding with the California State Library and take such other actions necessary or appropriate to obtain grant funding; and,
2. The City of Campbell City Manager, or designee, is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto; and,
3. The City of Campbell City Manager, or designee, is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding; and,

4. Certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and that prior to commencement of the project, all applicable permits will have been obtained; and,
5. Authorizes the Finance Director to perform a budget adjustment.

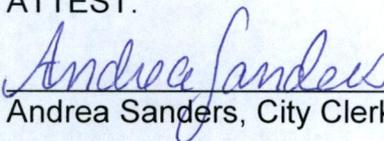
**PASSED AND ADOPTED** this 6<sup>th</sup> day of December 2022 by the following roll call vote:

AYES: Council Members: Gibbons, Lopez, Landry, Bybee, Resnikoff  
NOES: Council Members: None  
ABSENT: Council Members: None

APPROVED:

  
\_\_\_\_\_  
Paul Resnikoff, Mayor

ATTEST:

  
\_\_\_\_\_  
Andrea Sanders, City Clerk



October 19, 2022

Abdulla Ahmed  
Senior Public Works Project Manager  
City of Campbell  
70 North First Street  
Campbell, CA 95008

Subject: Building Forward, Library Infrastructure Grant  
SANTA CLARA COUNTY LIBRARY  
Campbell Library  
Grant No. BF-1-21-012

Dear Abdulla Ahmed:

This letter confirms the California State Library's award of \$4,718,450 in Building Forward grant funds to the City of Campbell for the Campbell Library Renovation Project at the Campbell Library. These grant funds are intended to be used toward the project components detailed in the Intent to Fund letter dated September 12, 2022, and on the last page of this letter.

Per your application and the requirements set forth in SB 129 (2021), the City of Campbell will contribute \$4,718,450 toward the project. Match funds are subject to the same restrictions as grant funds; may not be spent on any unallowable costs; and must be spent during the grant period at the same rate as grant funds.

This grant is governed by the Grant Agreement and Certification of Compliance. These documents, along with the first allocation claim form, will be sent separately to your organization's authorized representative by email through DocuSign and they must be signed using the DocuSign system.

The following supporting documents are also required and must be submitted through the State Library's online grant portal at: <https://webportalapp.com/sp/buildingforward>:

- Final Project Budget
- Final Project Implementation Plan

Building Forward Library Infrastructure Grant Program

BF-1-21-012

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- A resolution from the grantee organization's governing body approving acceptance of grant funds and designating an Authorized Representative allowed to enter into agreements on behalf of the organization
- If applicable: A letter from the grantee organization's Chief Financial Officer, Finance Director, or equivalent confirming availability of matching funds (Required for all grantees contributing local match funds.)
- If applicable: A current facility lease with a term extending at least ten years after the end of the grant period. (Required for all projects involving leased buildings.)

The City of Campbell will receive \$2,359,225 of the award following the submission and approval of all required documents. The remaining funds will be made available following the grantee's completion of the requirements outlined in the Grant Agreement and Certification of Compliance document included in the Award Packet, and in accordance with the payment schedule.

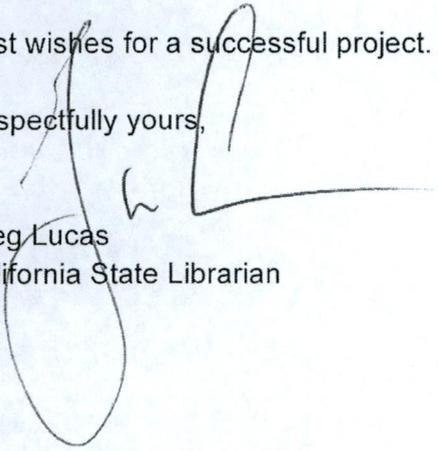
**Please complete and submit all supporting documents within 30 days of receipt of this letter. Contact your grant monitor if you are not able to provide all documentation by that time.**

The State Library grant monitor for this project is Kevin Webb. Your grant monitor can be reached by email at [kevin.webb@library.ca.gov](mailto:kevin.webb@library.ca.gov) or phone at (916) 603-6707. Your grant monitor will be available to assist you throughout your grant period.

Hard copies of this correspondence will not follow. Please keep the entirety of this correspondence for your files and consider these award materials as your original documents.

Best wishes for a successful project.

Respectfully yours,

  
Greg Lucas  
California State Librarian

Building Forward Library Infrastructure Grant Program  
BF-1-21-012  
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Enclosures: Grant Agreement (for reference only)  
Final Project Budget Form and List of Unallowable Costs  
Final Project Implementation Plan Form  
Sample Authorizing Resolution

CC: Kevin Webb  
Annly Roman  
Reed Strege  
State Library Fiscal Office

## THE BASICS – YOUR GRANT AWARD

The following provides all the basic information about your grant and managing your grant.

Grant #:	BF-1-21-012
Organization:	City of Campbell
Library:	SANTA CLARA COUNTY LIBRARY - Campbell Library
Project Title:	Campbell Library Renovation Project
Grant Award Amount:	\$4,718,450
Local Match Amount:	\$4,718,450
Total Project Budget:	\$9,436,900
Grant Period Start Date:	Upon execution of Grant Agreement
Grant Period End Date:	No later than March 2026
Approved Uses (Outputs):	Mandated Fire and Life Safety Improvements per 2019 California Building Code & Fire and Smoke Protection Requirements: 2 HR Fire Rating, Firestopping, Fire Suppression, Fire Alarm, Hazmat Abatement Critical Maintenance: Subgrade Waterproofing, Building Cladding, Roofing, Caulking & Sealants Critical Systems: Electrical, Lighting, HVAC, Plumbing, Communications, Security Compliance with California Americans with Disabilities Act (ADA) and State statutes: ADA Code Compliant Elevator, ADA Code Compliant Doors, ADA Code Compliant Stairs

Please understand that it can take from six to eight weeks after a completed claim form with no errors has been received before grant funds are delivered. If you have not received your payment after eight weeks, please contact your grant monitor.

### REPORTING

The City of Campbell is required to provide financial and narrative reports throughout the grant period as outlined in the Grant Agreement and Certificate of Compliance. A final financial and narrative report will be due within 30 days after the project is complete. Grantees will also be required to provide updates throughout the grant period upon request. Progress documentation (e.g. photos or video of grant-funded work) will be required with each report. Reports should be submitted to your grant monitor.

### PAYMENTS

Grant payments will be made based on the payment schedule specified in the Grant Agreement. Ten percent (10%) of the full grant award will be withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant terms and conditions. Note: This 10% is separate from the project contingency (if one was included in the budget).

### GRANT MONITOR CONTACT

We want your project to be successful. Please work with your grant monitor throughout implementation of your project.

Grant Monitor:	Kevin Webb
Email Address:	kevin.webb@library.ca.gov
Phone Number:	(916) 603-6707

**City of Campbell  
Request for Budget Adjustments**

<b>Department/Program</b>	<b>Division</b>	<b>Date</b>	<b>Request No.</b>
<b>Public Works</b>	<b>23-SS Civic Center Improvements - Library Renovation</b>	<b>December 6, 2022</b>	<b>BA-13</b>

**Budget to be Reduced**

<b>Fund/Program</b>	<b>Account Number</b>	<b>Description</b>	<b>Amount</b>

**Budget to be Increased**

<b>Fund/Program</b>	<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
<b>EXPENDITURES</b> 448.23SS	7883	Civic Center Improv - Library Renovation	4,718,450
<b>REVENUES</b> 448.518	4543	CA State Library - Building Forward Grant	4,718,450

**REASON FOR REQUEST - BE SPECIFIC:**

To amend and increase the Civic Center Improvement - Library Renovation Project (23-SS) by \$4,718,450 as a result of the Building Forward Grant award from the California State Library.

<b>Will Fuentes</b> Finance Director	<b>Todd Capurso</b> Public Works Director	<b>Brian Loventhal</b> City Manager
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