

Building Forward Grant Application Questions

Section 1: Basic Information

- Applicant/Organization: [County of Santa Barbara](#)
- Project Name: [Future Orcutt Library Renovation](#)
- Library Jurisdiction and Facility: [Santa Barbara County Library System, Orcutt Branch Library, managed by the City of Santa Maria on behalf of the County of Santa Barbara](#)
- Does this project involve an existing library facility, including new library buildings which will replace existing branches? [Yes](#)
 - o A 10-year lease from the project completion date will be required at the time of award. Upload the lease(s) and/or any related documentation showing compliance with this requirement. If your current lease does not currently meet the 10-year requirement describe your timeline and plan to meet this requirement if you are awarded. [N/A](#)
- Is the Library Director of the Library Jurisdiction aware of this application/project? [Yes](#)
- Primary Application/Project Contact
 - o This contact will receive communications regarding this application.

[Ashley Watkins, County of Santa Barbara](#)
[Division Chief, Community Services Department](#)
awatkins@countyofsb.org
[858-568-3514](tel:858-568-3514)
- Additional Application/Project Contact (optional)
 - [Patrick Zuroske, County of Santa Barbara](#)
[Assistant Director, General Services Department](#)
pzuroske@countyofsb.org

 - [Dawn Jackson, MLIS, City of Santa Maria](#)
[Library Director, City of Santa Maria Public Library](#)
djackson@cityofsantamaria.org
- Authorized Representative
 - o This contact will sign grant agreements on behalf of the applicant organization.

[George Chapjian, County of Santa Barbara](#)
[Director, Community Services Department](#)
gchapjian@countyofsb.org

- Certification Form: A certification form signed by the representative (listed above) authorizing the submittal of this application is required. The certification form can be downloaded at: <https://www.library.ca.gov/wp-content/uploads/2023/02/Building-Forward-Round-2-Application-Approval-and-Certification.pdf>

Uploaded

Section 2: Project Details/General Application Questions

Project Information

- Describe briefly what you propose to do, for whom, and for what expected benefit(s). (100 Word Limit)

The County will renovate the Union Oil Building for future use as the Orcutt Library, which will replace an existing leased library space that is inadequate for community needs. The Orcutt Library serves more than 150,000 residents of Orcutt, Guadalupe, Sisquoc, Casmalia, and Santa Maria, many low-income and Spanish-speaking. The new facility will double the size of the existing leased library, provide much-needed community space, and mitigate future rent increases. Critical renovations include retrofitting the building for structural integrity and safety, replacing the roof, improving accessibility, and upgrading electrical and mechanical systems.

- Describe the need that this proposed project is intended to address. (200 Word Limit)

The existing Orcutt Library is woefully undersized and is one of only two County libraries that are leased. Its use as a library is mismatched with surrounding uses that are increasingly tourism and entertainment oriented. Library users must compete for limited parking with visitors to nearby breweries and wineries. The building owner wants to make the space available for more compatible dining and entertainment uses, raising concerns about the viability of renewing the lease. Even with a continued lease, the recently doubled monthly rental rate from \$4,507 to \$9,014 has taxed public library dollars and required the County to use reserve funds to continue library operations. What's more, the rent is projected to increase 2.5% annually going forward.

The proposed new library will mitigate these future rent increases and lease renewal uncertainty, while doubling the size of the existing library to better match community needs. This grant will enable us to renovate the building to meet current safety, accessibility, energy, and sustainability requirements in line with state and local requirements. These upgrades will address critical deficiencies that can provide the foundation for the City of Santa Maria Library to complete the finish out for a state-of-the-art library.

- Describe the steps you took to determine that this need exists. For example, architectural reviews, building needs assessments, surveys, cost analyses, community meetings, focus groups, and the like. (200 Word Limit)

Plans dating back to 1995 cite a need for a significantly larger library of up to 20,000 square feet (sf) to serve Orcutt and surrounding communities. More recently, the City of Santa Maria, which operates the Orcutt Library on behalf of the County, conducted a space needs assessment that calls for 17,160 sf to adequately meet community needs (see Attachment A).

The County has surveyed the area for suitable properties to meet these larger space needs. The Union Oil Building is currently the only known available building located in Orcutt that the County could purchase to replace the current leased Orcutt Library.

The County hired RRM Design Group in August 2021 to complete a facility assessment report (FAR) of the Union Oil Building as part of the County's due diligence prior to purchasing the building (see Attachment B). The renovation project proposed for the Building Forward Grant is based on the findings from the FAR and discussions with the City of Santa Maria that operates the Orcutt Library.

- Choose one primary project type:
 - o New building: Adding a new library facility
 - o **New building: Replacing an existing library facility**
 - o Current Building: Critical maintenance/renovation/modernization project
 - o Current Building: Energy efficiency project
 - o Current Building: Sustainability project
 - o Current Building: Digital access project
 - o Current Building: Physical access project

- If "New building: Adding a new library facility" or "New building: Replacing an existing library facility" is selected:
 - o Describe your proposed new or replacement facility, including specific information about how the project would meet the need described in your response above. (200 Word Limit)

The Union Oil Building is a 19,600 square foot building, the ground floor of which would be renovated to house a new Orcutt Library. The building is located in an easily accessible, central location in the core pedestrian area of Orcutt. It can also be reached by bus via Santa Maria Regional Transit Route #6, and nearby streets are bike-friendly. The pedestrian, bicycle, and transit-friendly location supports the County's sustainability efforts to reduce transportation greenhouse gas emissions.

The Union Oil Building was originally constructed in 1949, and a two-story addition was completed in 1984. The new library in the original footprint of the building will double the size of the existing leased library, provide much-needed community space, and mitigate future rent increases.

The building is currently primarily used as office space and will require modifications to become a state-of-the-art public library. The Building Forward grant will enable us to renovate the Union Oil Building to meet current safety, accessibility, energy, and sustainability requirements in line with state and local codes and regulations.

 - o List the address of the proposed building.

201 South Broadway
Orcutt, CA 93455

o Describe the current status of your project. (200 Word Limit)

The County is completing its due diligence of the Union Oil Building and is in the process of procuring the building for future use as the Orcutt Library. The purchase process is anticipated to be well underway prior to the expected grant award notification period in September 2023. The County is scoping the renovation project to transform the building for public library use. Work will be ready to proceed upon execution of a Building Forward grant agreement.

o Describe all funding sources you have confirmed, or are actively seeking, to complete the project. (e.g. local funds, federal funds, etc.) (200 Word Limit)

The County has currently secured \$4.1M for the purchase of the building and \$1.05M for the renovation. The \$1.05M for the renovation is proposed as match for the Building Forward grant.

Purchase (\$4M confirmed)

\$2,000,000 - U.S. Representative Salud Carbajal secured this federal funding on behalf of the County for the acquisition of the Union Oil Building to house the new Orcutt Library. The funding was included in [H.R. 2617](#) that was signed into law in December 2022. See [FY2023 Priority Community Projects from Representative Carbajal’s Office](#)

\$2,124,000 - The Friends of the Orcutt Library group received private donations towards the acquisition of a new library facility.

Renovation (\$1.05M confirmed)

\$550,000 - The [Orcutt Community Plan](#) dedicated a library mitigation development fee for the “acquisition by purchase or lease, construction, and furnishing of a new library facility” (p. 80).

\$500,000 - The County has included local funding in the current Capital Improvement Program for the Union Oil Building renovation.

o Indicate if the land has been purchased for the proposed new library. If not, provide a timeline for the purchase. Who will own the property? (100 Word Limit)

☒ Note: Land acquisition is not an allowable cost for grant or match funds.

The County has completed its due diligence of the Union Oil Building and is in the process of procuring the building for future use as the Orcutt Library. The purchase process is anticipated to be well underway prior to the expected grant award notification period in September 2023. The County will own the property.

Additional Information

• Select any of the following categories which apply to your proposed project. For more information about each category, please refer to the grant guidelines.

o Critical Maintenance

☑ Describe your proposed project, including specific information about how the project would meet the critical maintenance need described in your response above. (200 Word Limit)

N/A - building is not yet purchased, so the project scope is a renovation, not maintenance.

o Energy Efficiency

☑ Describe your proposed project, including specific information about how the project would meet the energy efficiency need described in your response above. Please use estimated numerical data to support your answer. For example, "This project will reduce the library's power consumption by an estimated X kilowatt hours per month". (200 Word Limit)

The County has committed to zero net energy (ZNE) for new construction and major renovations of County-owned buildings. As such, the Union Oil Building will be retrofitted to achieve ZNE. The County's ZNE efforts start with maximizing energy efficiency, for example, through ensuring a tight building envelope and high-efficiency lighting and appliances. Within the scope of this funding request, the County will replace the aging HVAC system of the original part of the building with high-efficiency systems; replace single-pane windows with double-pane high-efficiency windows; upgrade to LED lighting; replace the roof; and add ceiling insulation in conditioned spaces. Although onsite generation and battery storage are outside of the scope of this Building Forward funding request, the renovation will design for these future additions.

o Sustainability

☑ Describe your proposed project, including specific information about how the project would meet the sustainability need described in your response above. Please use estimated numerical data to support your answer. For example, "This project will reduce the library's water consumption by an estimated X gallons per month". (200 Word Limit)

In addition to achieving ZNE, the repurposing and renovation of an existing facility—rather than new construction—will lower the embedded carbon footprint of the project. Where possible, materials will be reused and lower-carbon building materials will be explored for newly purchased components.

The County's Sustainability and Library divisions have a history of collaboration. For example, 3C-REN (a program of the Counties of Santa Barbara, San Luis Obispo, and Ventura) partners with libraries throughout the region to offer two [take-home kits](#):

- Home Energy Savings Toolkits help residents unlock energy and water savings in their homes.
- Induction cooktop kits allow residents to experience the benefits of high-efficiency electric cooking as one way to lower their carbon footprint.

The two divisions and other community partners also team up to offer libraries as community resilience centers during power outages, extreme temperatures, poor air quality occurrences, and other climate change-driven events. The new Orcutt Library would provide an enhanced space to serve the community during such events.

o Expanding Digital Access N/A

☒ Describe your proposed project, including specific information about how the project would meet the digital access need described in your response above. Please describe how the project will increase the number of additional users with access and/or the number of additional devices, services, and/or programs that will be made available. (200 Word Limit)

o Expanding Physical Access

☒ Describe your proposed project, including specific information about how the project would meet the physical access need described in your response above. Please describe how the project will increase access under ADA guidelines, increase overall patron capacity, and/or increase availability of library materials and services to specific user communities or users. (200 Word Limit)

The new Orcutt Library will increase capacity by doubling the space of the existing library in line with the recent space needs assessment (see Attachment A). The new location will generally be more accessible due to increased street visibility and increased transportation options, with dedicated and street parking and bus, bike, and pedestrian access. Additional meeting and floor space will provide more interior maneuverability and community gathering spaces.

The planned renovations also include ADA accessibility improvements, including replacement of the existing front entry steps and the addition of ramps, modifying door threshold heights, ensuring adequate clearance of interior doors by adjusting adjacent walls and in some cases removing doors, adding dual height accessible drinking fountains, retrofitting restrooms, extending exterior guardrails, and addressing deficiencies with interior stair handrails.

- If applicable, describe past attempts to fund this project, including other funding sources sought and key obstacles in securing funds. (100 Word Limit)

The County has secured \$4M in private donations and federal funds for the purchase of the Union Oil Building and identified \$1.05M for the renovation from development impact fees and General Fund allocations. The County continues to explore additional local, state, federal, and philanthropic funding sources to fully fund the purchase and renovation of the new Orcutt Library space.

- Describe how you will complete the project if only a portion of the requested funding is awarded. (100 Word Limit)

The County's building improvement projects typically require a diverse portfolio of funding sources. In this case, we have identified a mix of private donations and federal; local; and if a Building Forward grant is awarded, state funds. A Building Forward grant in any amount would contribute to the stacked funding options we are pursuing. In the budget, we have listed project components in priority order of requested Building Forward funding. If only a portion of our Building Forward request is fulfilled, we will continue to seek other funding options to complete the project.

- Explain how you created the project budget. How were costs determined? (100 Word Limit)

The project budget was prepared using baseline cost estimates from a 2021 Facility Assessment Report prepared for the County by RRM Design Group. The cost estimates incorporate use of prevailing wages and have been adjusted to account for supply chain impacts, local market knowledge, and inflation since the 2021 report was prepared.

- If the total project costs are expected to exceed the requested grant amount plus the required local match, has the rest of the required funding been secured?
 - o Explain how the project will be completed, including the funding source and the anticipated timeframe required to obtain the funding. (200 Word Limit)

We have not included the building procurement costs nor ineligible renovation costs in the Building Forward funding request. We are actively seeking additional funding sources to complete the renovation within the project period. All Building Forward funds would be expended by June 30, 2027, with potential project finish out items—such as furnishings and external improvements like parking and landscaping—being completed outside of the scope and timeline of the Building Forward grant.

Supporting Documents

- Additional documentation may be submitted to support your application. All items should be directly related to the facility and project for which you are applying. If your item is part of a larger document or plan, only provide excerpts related to this application. Please try to keep each attachment to 20 pages or less. All items are optional.
 - o Assessment/Study/Review [Two may be uploaded]
 - o Assessment/Study/Review 2
 - o Cost Analysis
 - o Planning Document
 - o Site Plan/Map
 - o Other
 - o Photos/Videos [Five photos and one video may be uploaded]
 - o Letters of Support [Three may be uploaded]

Items to upload:

[Attachment A - Orcutt Library Space Needs Assessment](#)

[Attachment B - Union Oil Building Facility Assessment Report](#)

[Letters of support - Uploaded](#)

Section 3: Budget and Timeline

Overview Timeline

Grant and local match funds must be used toward the project within four years following the execution of the Grant Agreement and Certification by both parties. Reporting will be required over 16 quarterly periods (every three months for four years).

Select the Quarter when key project milestones will be completed. Select quarters based on the assumption that quarter one begins when the grant agreement is fully executed, with quarter two beginning three months later.

Timelines are for planning purposes only and do not need to be exact. If awarded, a formal Implementation Plan will be required based on a finalized award timeline.

- When will all bids or quotes be obtained? Q5
- When will all planning and design specifications be complete? using 60% design drawings: Q3
- When will all contractors be selected? using date for selecting integrated design/build contractor: Q1; using date when bids/quotes are received for smaller items and services: Q5
- When will work begin? assuming this means construction start date: Q6
- When will the project meet the halfway point? assuming this means the entire project, not just construction: Q7
- When will all work be completed? Q14

We anticipate a 3.5-year schedule from January 2024 through June 2027, as shown in the high-level schedule below. Key milestones follow.

Phase	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Q3 2026	Q4 2026	Q1 2027	Q2 2027
Pre-construction: design, permitting, materials testing	■	■	■	■	■									
Construction						■	■	■	■	■	■	■	■	■
Post-construction: commissioning & close out														■
Grant Reporting		■	■	■	■	■	■	■	■	■	■	■	■	■

Key Milestones

- design/build contractor selection complete: Q1 2024
- 30% design drawings complete: Q2 2024
- 60% design drawings complete: Q3 2024
- construction bids/quotes obtained: Q1 2025
- 90% design drawings complete: Q1 2025
- construction start: Q2 2025
- project halfway point: Q3 2025
- project close out complete: Q2 2027
- grant reporting: quarterly starting March 2024

Local Matching Funds

- Match Reduction Requested (Note: Other State funds are not an allowable match contribution.)

In FY21-22, the County funded the Orcutt Library at a rate of \$11.10 per capita, which qualifies the County for a 100% waiver of the local match requirement. Providing an adequately sized library for

Orcutt and surrounding communities is a priority for the County. However, we have not been able to secure sufficient funds due to competing requests for local tax dollars and insufficient staff capacity to pursue grants and other outside funding opportunities.

While we are not able to provide a dollar-for-dollar match, the County is committing a 10% match of \$1.05M, for a total project cost of \$10,540,928. The local match funds have been secured and include:

\$550,000 development fees - The [Orcutt Community Plan](#) dedicated a library mitigation development fee for the “acquisition by purchase or lease, construction, and furnishing of a new library facility” (p. 80).

\$500,000 CIP funds - The County has included local funding in the current Capital Improvement Program (CIP) for the Union Oil Building renovation.

Project Outputs

In this section you will enter project outputs. Project outputs should be tangible items describing the specific work products that will be completed by the project.

	Item/Description	Construction	Design, Project Mgt.
Priority 1	Remove & Reinstall Roofing	\$1,687,296.00	\$421,824.00
	Roof & Wall Connections	\$361,757.00	\$90,440.00
	New Lateral Systems	\$85,040.00	\$21,260.00
	Basement Stairs & Walls	\$35,096.00	\$8,774.00
	Abatement Allowance	\$224,973.00	\$56,244.00
	Priority 1 Subtotal	\$2,394,161.00	\$598,541.00
Priority 2	Remove and Replace Doors & Windows	\$281,216.00	\$70,304.00
	Accessible Entries	\$124,185.00	\$31,047.00
	Guardrails at Courtyard & Support Posts	\$281,216.00	\$70,304.00
	Accessible & Gender Neutral Restrooms	\$562,432.00	\$140,608.00
	New Fire Suppression System	\$562,432.00	\$140,608.00
	Priority 2 Subtotal	\$1,811,481.00	\$452,871.00
Priority 3	Mechanical Improvements	\$333,410.00	\$83,353.00
	New Electrical Service	\$265,918.00	\$66,480.00
	Electrical & HVAC Improvements	\$1,349,837.00	\$337,460.00
	Priority 3 Subtotal	\$2,511,597.00	\$627,900.00
Priority 4	Decorative Light Fixtures	\$26,000.00	\$6,500.00
	Construction Finish Out	\$787,405.00	\$196,852.00
	Priority 4 Subtotal	\$814,402.00	\$203,601.00
	CONSTRUCTION TOTAL	\$7,531,641.00	\$1,882,913.00
	Item/Description	Cost	Building Forward
	Construction	\$7,531,641.00	\$6,481,641.00
	Design, Project & Constr. Mgt., Permitting (25%)	\$1,882,913.00	\$1,882,913.00
	Contingency (5%)	\$941,456.00	\$941,456.00
	Grant Admin (10%)	\$517,801.00	\$517,801.00
	GRAND TOTAL	\$10,873,811.00	\$9,823,811.00