# GUIDELINES FOR LITERARY FUND LOAN PROJECTS

## Literary Fund Loans may be used for:

The primary purpose of Literary Fund loans is to provide localities with capital construction funds for the purpose of erecting, altering, or enlarging a public school building. Some specific examples of qualifying costs include:

* Brick and mortar
* Asbestos abatement/radon mitigation/IAQ retrofits/lead paint abatement
* Site work to make the site ready for construction, drainage
* Parking lots
* Renovation/retrofit work (add, relocate walls)
* Additions
* Major electrical upgrades
* Major plumbing upgrades
* Energy improvement projects (energy certificates no longer required)
	+ HVAC
	+ Efficient windows
	+ Roofing (with additional roof insulation)
	+ Boiler upgrades
	+ Lighting (install energy efficient fixtures) including ceilings if lay-in fixtures
* ADA upgrades
	+ Ramps
	+ Elevators
	+ Accessible bathrooms and toilets
	+ Signage
* Materials and fixtures that are basic to finishing off construction project or required to use the building (lockers, ceiling tiles, trim work)
* Technology infrastructure and built-in equipment
* Equipment tied to safety (exhaust fans, showers)
* Perimeter fencing around the school property for security purposes
* Flagpoles

## Literary Fund Loans may not be used for:

* Site purchase
* Travel for hourly workers, such as architects or surveyors
* Landscaping that is cosmetic in nature
	+ Earthwork or grading
	+ Sowing of grass
	+ Planting of shrubs
* Free standing furniture (office or instructional)
* Site work or materials and labor for detached gymnasium, ballparks, backdrops, playfields, stadiums, or bleachers
* Athletic equipment
* Loose technology equipment (computers, servers, printers, TV’s/video monitors, CD’s or laser disk players)
* Removal, upgrading or installing of aboveground or underground storage tanks
* To pay back interest on other project financings or to pay off VPSA Pooled Bond loans