



Steps and Timeline for 2019 NY Public Library Construction Grant Applications

For Projects Completed: July 2019 through June 2022

Background

Every year CCLS has access to a percentage, based on population, of public library construction funding voted on by the State Legislature during the annual budget process. This is \$336,772 in 2019.

In the past CCLS has asked member libraries to complete the full State online application in the fall in order to request funding. The System Director reviewed those requests, worked with member libraries to improve any weaknesses and address any eligibility issues, and made allocation recommendations to the CCLS Board at their October meeting. This year, we are following the procedures established in 2018, and all libraries interested in applying should familiarize themselves with the new requirements below.

The procedures below are intended to help the CCLS Board make informed decisions, give libraries the chance to answer questions and explain the importance of their project, decrease unnecessary time and effort spent on unfunded applications, and cut down on rushed last-minute application amendments.

Important 2019 Application Dates

- **June (TBA):** Workshop on Construction Aid and Application Procedures
- **Monday, July 15:** Member library deadline to submit Intent to Apply packet to Jan
- **Friday, July 26:** Deadline to have a site visit from Jan
- **Saturday, July 27:** Member library presentations to CCLS Trustees (at CCLS Headquarters)
- **Wednesday, August 14:** CCLS Board of Trustees votes on final allocations (Allegany Public Library)
- **Thursday, August 15:** Applicants notified of allocation decisions
- **Saturday, September 7:** Deadline for successful applicants to complete online application
- **Tuesday, October 1:** CCLS staff certification and submission of applications to the State
- **June 2020 (approximate):** Official grant award letters received
- **July 2020 (approximate):** 90% funding received
- **June 30, 2022:** Projects must be completed (remaining 10% funding paid on completion of final report)

Steps to Apply

1. It is recommended that you form a Construction Grant Committee to identify needs, develop a project to meet those needs, obtain quotes, raise funds, and present to the CCLS Board on behalf of the library. This process can take several months for a large project.
2. Attend a Construction Aid and Application Procedures workshop (Tip: subscribe to the CCLS Newsletter for updates on workshop opportunities: <http://eepurl.com/Fq7hr>).
3. Complete an **Intent to Apply form** and send to Jan Dekoff by email to jdekoff@cclslib.org or through CCLS Delivery, Attn: Jan (deadline is July 15). This form requires both the Director's and the Board President's signature.
 - Attach Proof of **State Historic Preservation Office approval**, or proof that the approval process has been started, or proof that all parts of your project are exempt from approval per SHPO Attachment A. This is required only if your library is more than 50 years old.
 - i. Requests for approval must be made through the CRIS online portal: <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>; Use CRIS as a GUEST if you don't have a current account; Select Submit from the top bar menu; Choose Consultation Project from the list of wizards on the Submit page
 - ii. This process can take over a month, so don't delay!
 - Attach **Contractor Quotes** to cover all parts of the project. Only one is needed now, although it is encouraged that you get at least three quotes or bids prior to the start of the project.
 - Attach **Proof of 10-year lease** (only required if you do not own your building)
4. Request a site visit from Jan by July 26. This can happen prior to the Intent to Apply submission.
5. Present to the CCLS Board at CCLS Headquarters in the Prendergast Library (Saturday, July 27)
 - Presentations are about 5 minutes, followed by questions from the CCLS Trustees (large, multi-faceted projects may take longer to present)
 - Describe why your project is important and what positive impacts it will have
 - Bring stories about how your library is doing great things for the community
 - Describe the budget and bring supporting quotes to back up all parts of the budget
 - Bring pictures or any other materials that support your request
 - A projector will be available should you have slides to display. If you bring handouts, please bring 10 copies of each.
6. If successful, you will have until September 7 to complete the full online application

Questions?

Contact: Janice Dekoff

jdekoff@cclslib.org

716-664-6675 x228

Intent to Apply Form Instructions

\$336,772 Available for Member Libraries of the Chautauqua-Cattaraugus Library System

Deadline to Submit Intent to Apply: July 15, 2019

Funding Information

New York State has approved \$34 million in capital funds for public library construction in New York, of which CCLS will receive \$33,772. Member Libraries can apply for funds through CCLS.

- The minimum project amount is \$5,000. All CCLS member libraries qualify for a 75% funding match; libraries must have a minimum of 25% in matching funds available at the time of application.
- Determine the amount requested carefully. Libraries cannot apply for more funds once allocations are made, however libraries are required to completely expend the funds.
- The amounts awarded and match percentages will depend on the pool of applicants and funding priorities (see attached Guidelines for Evaluation of Construction Applications).

Routine maintenance is not an eligible expense. New books or other library materials are also ineligible expenses for this program. Review the guidelines and FAQs on the DLD website carefully (<http://www.nysl.nysed.gov/libdev/construc/index.html>) and ask Jan if you need clarification on what can be covered.

To Apply

In order to apply for Construction Aid in 2019, please submit the following to Jan Dekoff via email (jdokoff@cclslib.org) or CCLS Delivery by July 15, 2019:

- This form (Notification of Intent to Apply)
- Facility Plan (optional)
- Contractor bids/quotes (submit only one quote per component of the project; quotes for IT equipment can be obtained from Mike Jones, mjones@cclslib.org; quotes on furniture and other library equipment can be obtained online from vendors like Demco and Brodart.)
- State Historic Preservation Office approval if your library is more than 50 years old or is eligible for one of the exemptions on SHPO Attachment A
 - Requests for approval must be made through the CRIS online portal: <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
 - Use CRIS as a GUEST if you don't have a current account
 - Select Submit from the top bar menu (unless you have a number with SHPO)
 - Choose Consultation Project from the list of wizards on the Submit page
 - Receipt of this mandatory letter can take weeks or months – don't delay!
- If the library doesn't own the building or land, it must certify that the lease agreement stands for a minimum of 10 years from the anticipated date of project **completion**.