



2019-2022 New York State Public Library Construction Aid

Intent to Apply Form

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

Funding Information

New York State has approved \$336,772 million in capital funds for public library construction. Member Libraries can apply for funds through CCLS, using the timeline below.

- The minimum project amount is \$5,000. All CCLS member libraries qualify for a 75% funding match; libraries must have the 25% in minimum 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 of funds awarded to each library will depend on the pool of applicants and funding priorities (see attached Eligibilities, Guidelines, and Priorities).

Routine maintenance is not an eligible expense. New books or other library materials are also ineligible expenses for this program.

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

- This form (Intent to Apply)
- Facility Plan (optional)
- Contractor bid/quote (submit only one and can be informal)
- 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 <https://tinyurl.com/yxb3cb8s>
 - 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**.

CCLS timeline for 2019 Construction Aid applications

June (TBA): Workshop on Construction Aid. Register with Megan at mdisbro@cclslib.org

July 15: Member library deadline to submit Intent to Apply packet to Jan

July 26: Deadline to have a site visit from Jan

July 27: Member library presentations to CCLS Trustees

August 14: CCLS Board of Trustees votes and recommends awards. Applicants notified 8/15.

September 7: Complete applications filed online by member libraries.

June 2020-July 2020: New York State announces successful applicants and issues funds to libraries.

Application Form on the reverse...



2019-2022 New York State
Public Library Construction Aid

Intent to Apply Form

Director Name: _____

Library: _____ Library EIN# _____

Project Title: _____

Describe the project in one sentence: _____

Describe the project briefly but completely: _____

How will this project improve service to community members? _____

If the project is funded, when will it begin? _____ End? _____ (month approximations)

This year's total cost of project: \$ _____ Funding requested (up to 75% of total cost): \$ _____

Attachments/Assurances: Proof of SHPO Approval or exemption is attached or Library is less than 50 years old

- Proof of 10-year lease is attached or Library owns its building
- Contractors Quotes are attached
- Library has funds available to cover its share of the cost or Library has a fund raising plan
- If awarded funding through the NYS Construction Aid program, the library will begin the project within 180 days of receipt of funds, and complete the project within 1 year of project start.

Name of Library Director

Name of Library Board President

Signature of Library Director

Signature of Library Board President