Construction Grant

2019 TO 2022

Important Dates

July 1, 2019, through June 30, 2022: Project Period
After January 1, 2019: YOUR share of expenses can be spent
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 Board (at CCLS Headquarters),
Wednesday, August 14: CCLS Board of Trustees votes on final allocations
Thursday, August 15: Applicants notified of allocation decisions
Saturday, September 7: Deadline for successful applicants to complete online application
Approximately June- July 2020: Grant Awards Announced and 90% of State funds paid

- Within 180 days of announcement, work must commence on the project

Before June 30, 2022: Final Reports submitted for final 10% funding

Intent to Apply due July 15

Form:

1. **Title**
2. **Description**
3. **Impact Statement**
4. **Rough Timeline**
5. **Project Cost**

Attachments:

1. **Proof of SHPO Approval or exemption is attached (if building is 50+)**
2. **Proof of 10-year lease if library does not own its building**
3. **Contractors Quotes are attached**
4. **Proof of available funds or fund raising plan**

Presentations to CCLS Board

Saturday, July 27 @ CCLS Headquarters

Member library presentations to CCLS Board (at CCLS Headquarters). Present:

1. Project details, timeline, and budget
2. Proof of SHPO Approval (or in process) or bona fide exemption eligibility, and
3. Contractors Quotes

Presentations to CCLS Board

Saturday, July 27 @ CCLS Headquarters

- 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.

Presentations to CCLS Board

Tips for Success

- Focus on content not format of presentation
- If using technology, touch base with Jan on what support you need
- Be prepared with an analog backup if using technology!
- Be clear about the need and positive impacts
- Demonstrate careful planning
- Be clear how you will come up with the matching funds
- Don’t forget to talk about the wonderful things your library is doing for the community!

Basics: Amounts

- "…libraries who received a construction grant award in any previous year are eligible to apply for funding… even if the project for which previous funding was received is not yet complete. However, a library cannot receive funding for the same project more than once."
- Projects cannot be completed at the time of application
- The minimum grant award is $2,500
- CCLS has been allocated $336,772 for its 36 libraries.
- Grants can cover up to 75% of the project cost

Basics: What can be funded?

- Construction or acquisition of a library building, renovation or rehabilitation of a library building
- The purchase and installation of equipment and furnishings are eligible costs **within the context** of a construction project application for a new building, building addition or substantially renovated/rehabilitated space.
- Acquisition, site grading of owned property in conjunction with a building project, and supervision/management of the construction, renovation, or rehabilitation.
- The purchase and installation of one or more generators.

Basics: What can be funded?

- The program gives priority to projects that increase energy conservation, provide accommodation for computer equipment and new technologies (such as extending fiber connections to library buildings), and brings libraries into compliance with the Americans with Disabilities Act.
- The purchase of new technologies must be within the context of a construction project for a new building, building addition, or a substantial renovation/rehabilitation project. Requests for new computers that are not intimately connected to a construction/rehabilitation project are not eligible for funding from this program.

Basics: What can be funded?

- Commissioner Regulations specifically exclude “routine maintenance” from eligible funding categories. Projects with emphasis on repair and/or building upkeep and tasks that need to be done on an annual basis are generally considered to be routine maintenance. This includes tasks that involve keeping any sort of mechanical, plumbing or electrical device in working order (preventive maintenance).
- “Repairs are not eligible expenses in construction law. That word needs to be removed. Perhaps words like upgrade, renovation or restoration can be used.”
- Fees for architects and engineers can be included in the project cost, *only as a part of the library’s match*

Basics: How is funding allocated?

All qualified projects will be evaluated and ranked in priority order using the following five criteria in this order from most important to least important:

1. Brings the library up to the State Minimum Standards (Education Law 90.2);
2. Improves access to and use of building services by all library users, including those with physical disabilities;
3. Increases effectiveness of library service due to increased and/or improved building space and capacity;
4. Improves efficient utilization of the building, including such areas as energy conservation and increased staff efficiency (libraries are encouraged to support “green” projects that may result in buildings eligible for LEEDS certification);
5. Enables the library to provide and/or improve library services to geographically isolated or economically disadvantaged communities.

Basics: How is funding allocated?

Preference will be given to projects that demonstrate readiness using the following four criteria in this order from most to least important:

1. A clear and detailed plan of action is in place and the project has a high probability of success; if the project cost is projected to be over $35,000, the Library has demonstrated a plan to follow recommend bidding procedures per General Municipal Law § 104-b : Procurement policies and procedures (for further guidance refer to the NY Office of the State Comptroller's Seeking Competition in Procurement guide);
2. Sufficient Matching funds have been raised or are on target to be raised;
3. Project is urgent and any delay would be detrimental to the community;
4. Planning has involved the community and has inspired support from the community

First Step: SHPO

SHPO approval tends to take the longest. Start this first.

This is an online process.

“If your library building is 50 years old or older and/or the project involves ground disturbance and/or demolition, please read the following document to determine if your project requires a SHPO approval.”

However, there are now exceptions…

First Step: SHPO

SHPO "Attachment/Appendix A" exception examples (<u>not</u> exhaustive):

- Repair and replacement of site installed mechanical, electrical, and plumbing equipment (eg., an emergency generator or air cooled condenser) on the condition that no trim or architectural features are altered and that no ground disturbing work is proposed that will exceed the depth of previous undisturbed soil…
- Repaving/resurfacing of existing paved areas, e.g., parking areas, where the proposed work does not exceed the depth of previous undisturbed soil.
- Repair/ replacement-in-kind of exterior steps, platforms, stairs, ramps, and area ways
- Repair/ replacement of flat roofs, roof hatches, roof drains, and rooftop mechanical, electrical, and plumbing equipment.
- Repair/ replacement-in-kind of the surface materials on pitched roofs.

First Step: SHPO

SHPO "Attachment/Appendix A" exception examples (<u>not</u> exhaustive) continued:

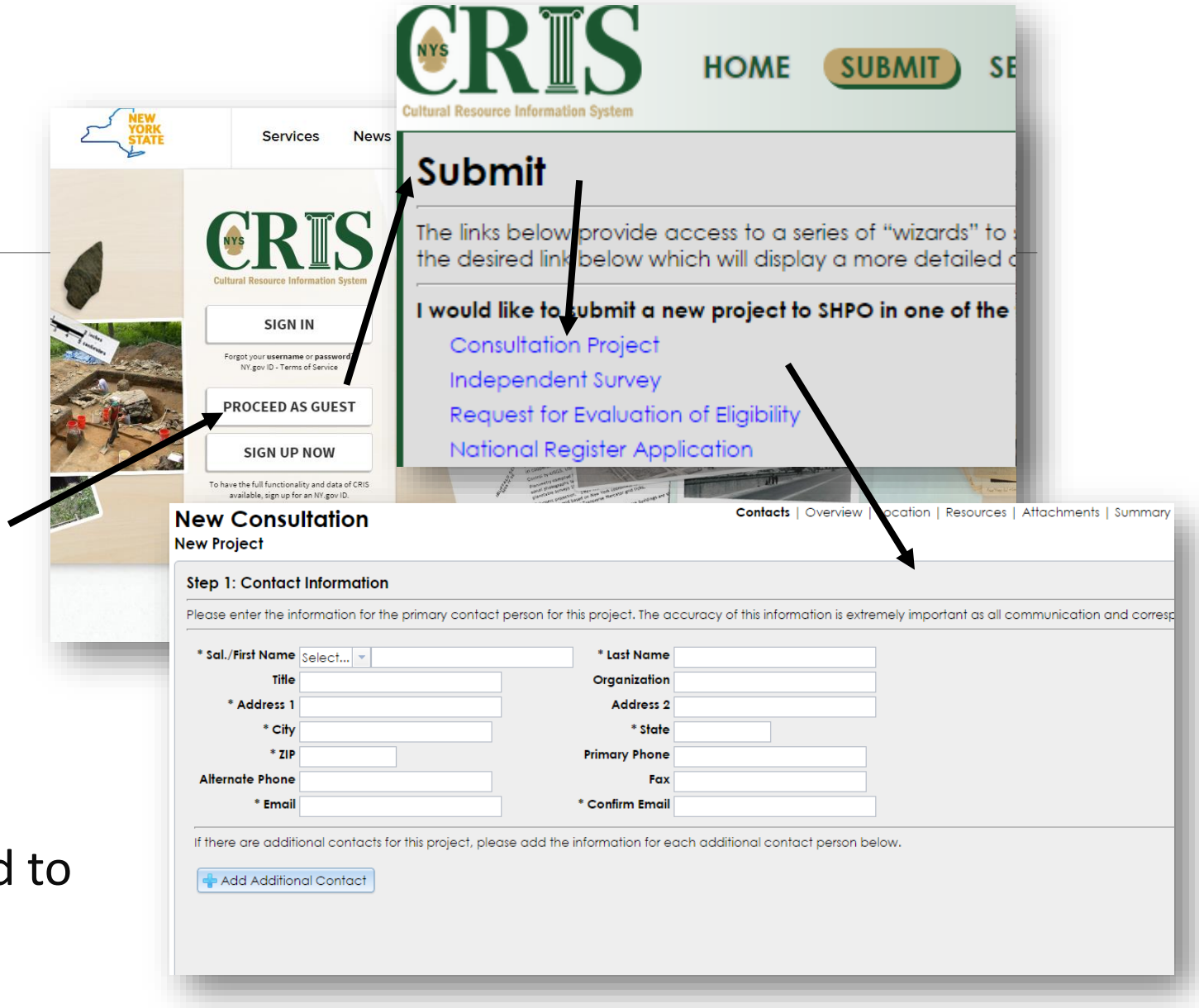
- Masonry repair and repointing on up to 50% of a building on the condition that it follows the guidelines in Preservation Brief 2
- Replacement of non-original windows that were installed in the 1960s or later with windows that either match the configuration and proportions of historic windows, the current configuration, or have one-over-one sash.
- Installation or replacement of video surveillance cameras, fire alarm systems, and security systems on the condition that no trim or architectural features are altered.
- Repair and replacement-in-kind of ceilings.
- Elevator retrofits.
- Interior repainting

SHPO

If Applicable…

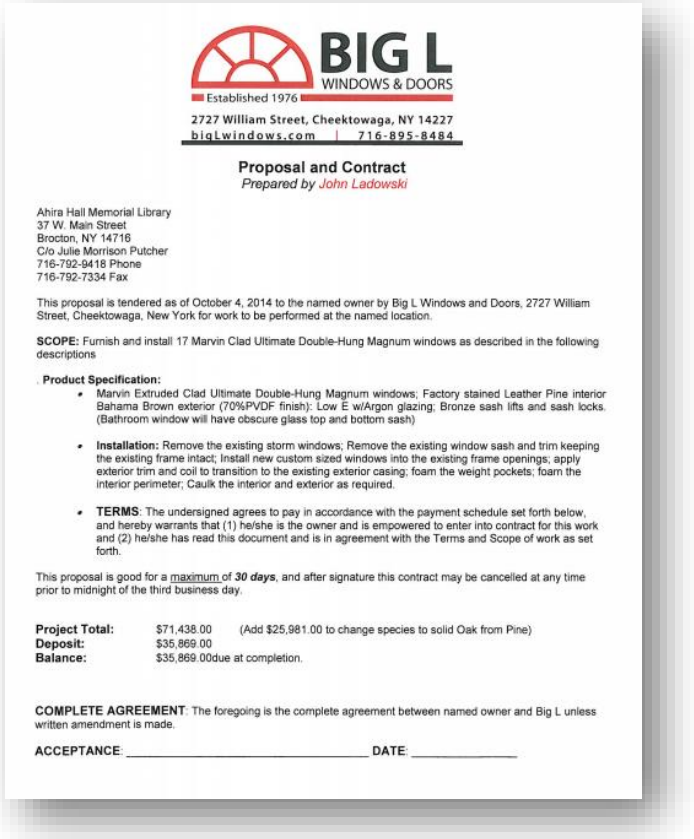
- cris.parks.ny.gov
- Okay to submit as Guest
- “Submit” tab--“Consultation Project”
- Takes about 30 days, could be longer if

  more info is requested
- Approval letter will be emailed to you



Contractor quotes

- Watch the wording – avoid “repairs”
- Cover all aspects of your project
- Quotes should match budget
- **Implications of over- and under-budgeting**



BIG L
WINDOWS & DOORS
Established 1976
2727 William Street, Cheektowaga, NY 14227
bigLwindows.com | 716-895-8484

Proposal and Contract
Prepared by John Ladowski

Ahira Hall Memorial Library
37 W. Main Street
Brocton, NY 14716
C/o Julie Morrison Putcher
716-792-9418 Phone
716-792-7334 Fax

This proposal is tendered as of October 4, 2014 to the named owner by Big L Windows and Doors, 2727 William Street, Cheektowaga, New York for work to be performed at the named location.

SCOPE: Furnish and install 17 Marvin Clad Ultimate Double-Hung Magnum windows as described in the following descriptions

Product Specification:

- Marvin Extruded Clad Ultimate Double-Hung Magnum windows; Factory stained Leather Pine interior Bahama Brown exterior (70%PVDF finish): Low E w/Argon glazing; Bronze sash lifts and sash locks. (Bathroom window will have obscure glass top and bottom sash)
- **Installation:** Remove the existing storm windows; Remove the existing window sash and trim keeping the existing frame intact; Install new custom sized windows into the existing frame openings; apply exterior trim and coil to transition to the existing exterior casing; foam the weight pockets; foam the interior perimeter; Caulk the interior and exterior as required.
- **TERMS**: The undersigned agrees to pay in accordance with the payment schedule set forth below, and hereby warrants that (1) he/she is the owner and is empowered to enter into contract for this work and (2) he/she has read this document and is in agreement with the Terms and Scope of work as set forth.

This proposal is good for a maximum of ***30 days***, and after signature this contract may be cancelled at any time prior to midnight of the third business day.

Project Total: $71,438.00 (Add $25,981.00 to change species to solid Oak from Pine)
Deposit: $35,869.00
Balance: $35,869.00due at completion.

COMPLETE AGREEMENT: The foregoing is the complete agreement between named owner and Big L unless written amendment is made.

ACCEPTANCE: _____ **DATE**: _____

You will be notified ASAP as to the funding allocation decision

THE BOARD HOPES TO MAKE ALLOCATIONS DECISIONS BY THE END OF THE DAY JULY 27, AFTER WHICH JAN WILL BE IN TOUCH TO LET YOU KNOW YOUR LIBRARY'S ALLOCATION.

What follows is for funded projects only

(YOU WILL **NOT** NEED TO DO THIS PRIOR TO THE JULY 27 PRESENTATION MEETING)

Navigating the online portal

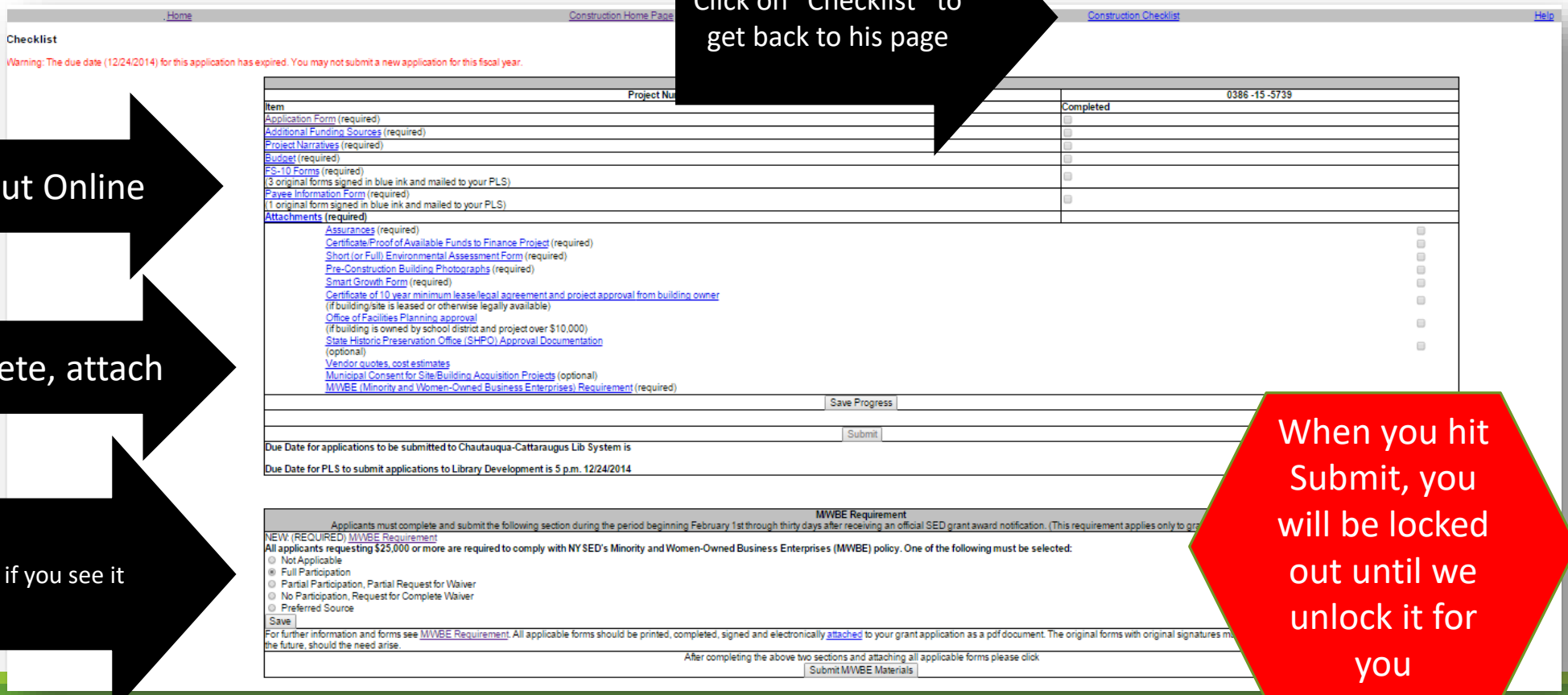
Click on “Checklist” to get back to his page

Fill Out Online

Print, complete, attach

Ignore the WMBE section if you see it

When you hit Submit, you will be locked out until we unlock it for you



Checklist- Online Forms

- Budget
  - Purchased Services – Contractors go here
  - Supplies and Materials
  - Equipment
- Budget Narrative – Must be detailed enough that the reader understands where the $ is going. This is a chance to demonstrate that you have done detailed planning.

Purchased Services	Supplies & Materials	Equipment

Service Type	Consultant/Vendor	Description	
Contractor	E.E. Austin	Renovate upper lobby and first floor toilet rooms, install new elevator and construct new teen area	
Cost*	AmtApproved	ExpSubmitted	ExpApproved
$489,375	**$0**	$0	**$0**

* Cost is the Cost of project for which funding is being requested.

Purchased Service (Code 40) Totals

Cost*	Amount Approved	Expense Submitted	Expense Approved
$489,375	$0	$0	$0

Total for all Budget Categories

Cost*	Amount Approved	Expense Submitted	Expense Approved
$489,375	**$0**	**$0**	**$0**

Checklist- Online Forms

- Additional Funding Sources
  - They are now being more strict about this! You can no longer say that you are going to apply for the matching grant– they want proof that you got the matching grant.
  - As such, if you plan to apply for grants to match, but have not yet, please don’t use them in the Additional Funding Sources section.

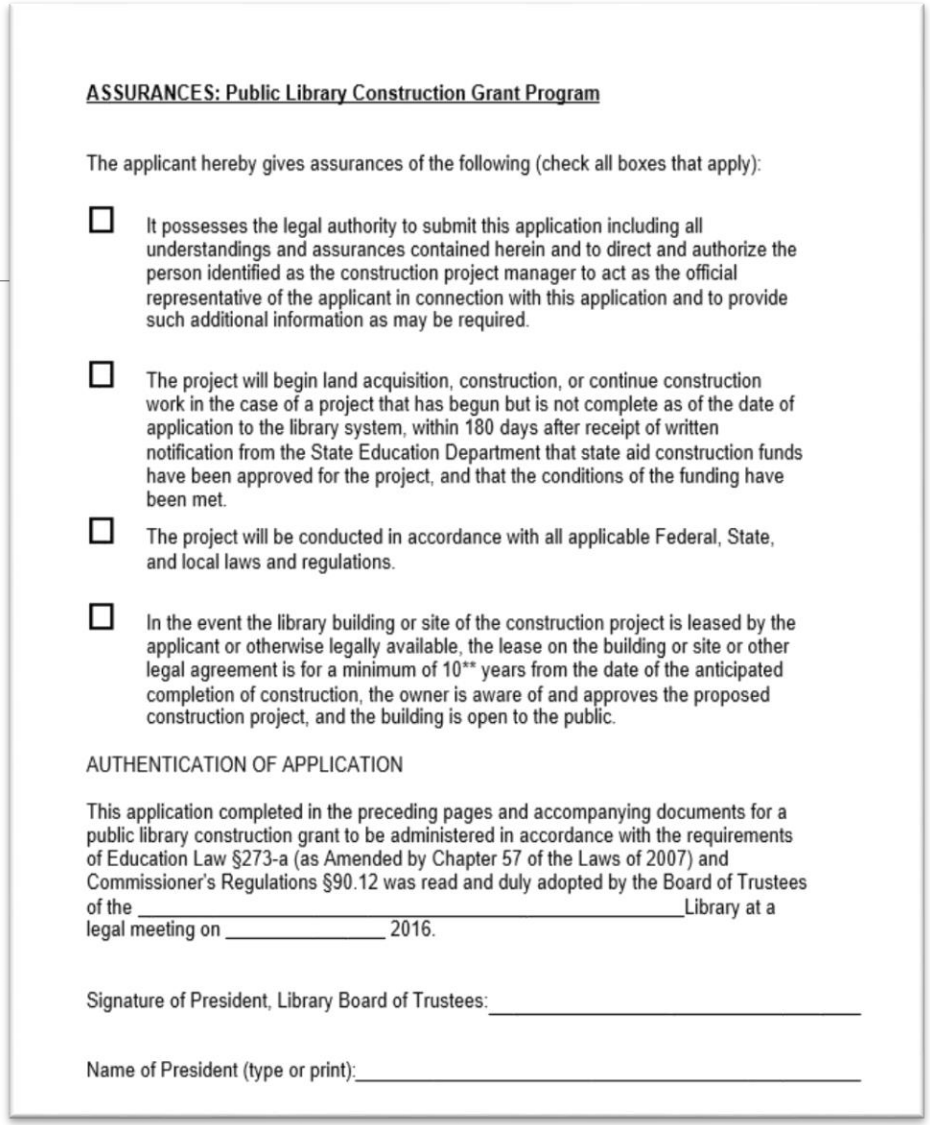
Checklist- Online Forms

- Project Narrative and Impact
  - Should be as long/detailed as it needs to be to fully describe the project
  - Even simple projects should be longer than one paragraph
  - This is your chance to demonstrate that there has been thought and detailed planning put into the development of the project
  - More complex projects should have longer narratives than simple projects
  - Be careful with your wording – no regular maintenance!

Checklist- Assurances

- Check first 3 boxes

…AND check the 4th box if you lease your building.



ASSURANCES: Public Library Construction Grant Program

The applicant hereby gives assurances of the following (check all boxes that apply):

☐ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.

☐ The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.

☐ The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

☐ In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10** years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

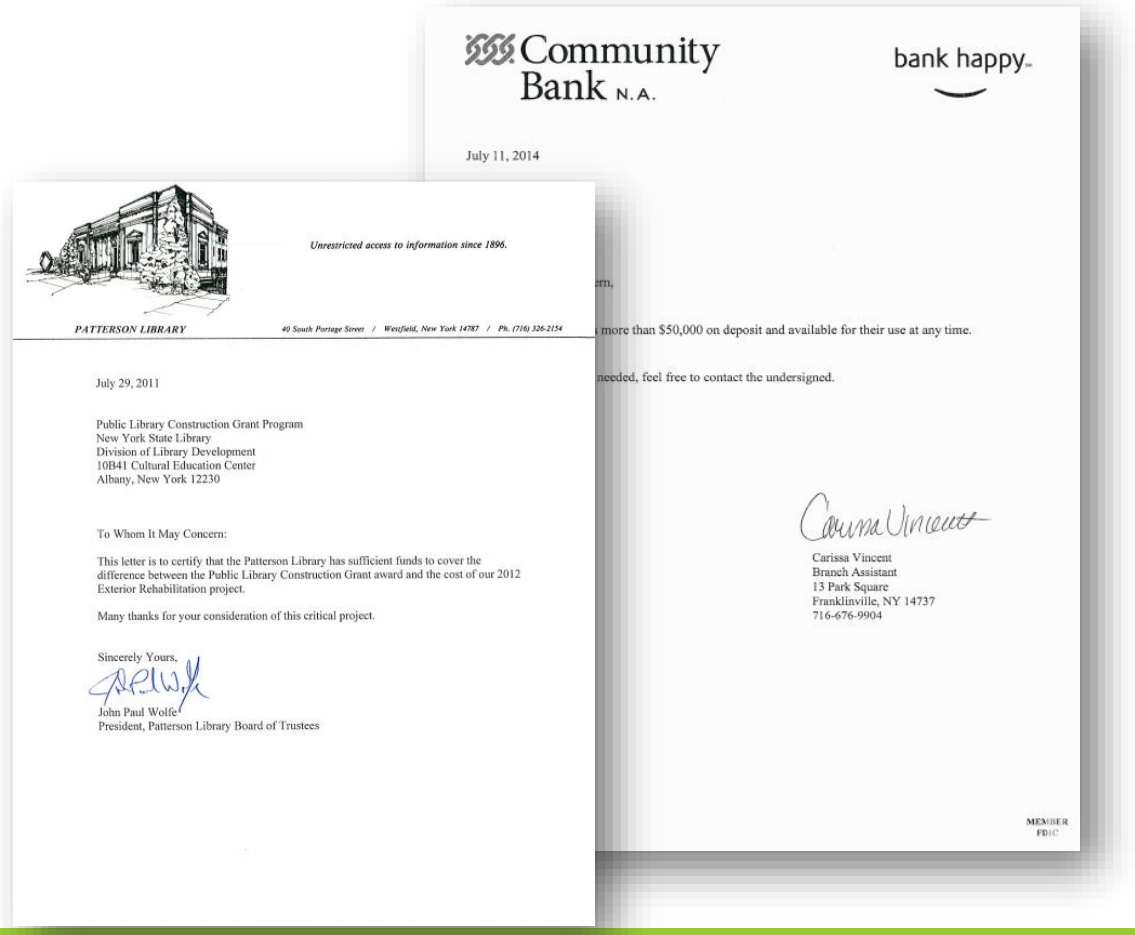
This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the _____Library at a legal meeting on _____ 2016.

Signature of President, Library Board of Trustees:_____

Name of President (type or print):_____

Checklist-Certification of Available Funds

- Bank Statement
- Letter from Bank
- Letter from Treasurer



Community Bank N.A.

bank happy.

July 11, 2014

...more than $50,000 on deposit and available for their use at any time.

...needed, feel free to contact the undersigned.

Carissa Vincent
Branch Assistant
13 Park Square
Franklinville, NY 14737
716-676-9904

MEMBER FDIC

Unrestricted access to information since 1896.

PATTERSON LIBRARY 40 South Portage Street / Westfield, New York 14787 / Ph. (716) 326-2154

July 29, 2011

Public Library Construction Grant Program
New York State Library
Division of Library Development
10B41 Cultural Education Center
Albany, New York 12230

To Whom It May Concern:

This letter is to certify that the Patterson Library has sufficient funds to cover the difference between the Public Library Construction Grant award and the cost of our 2012 Exterior Rehabilitation project.

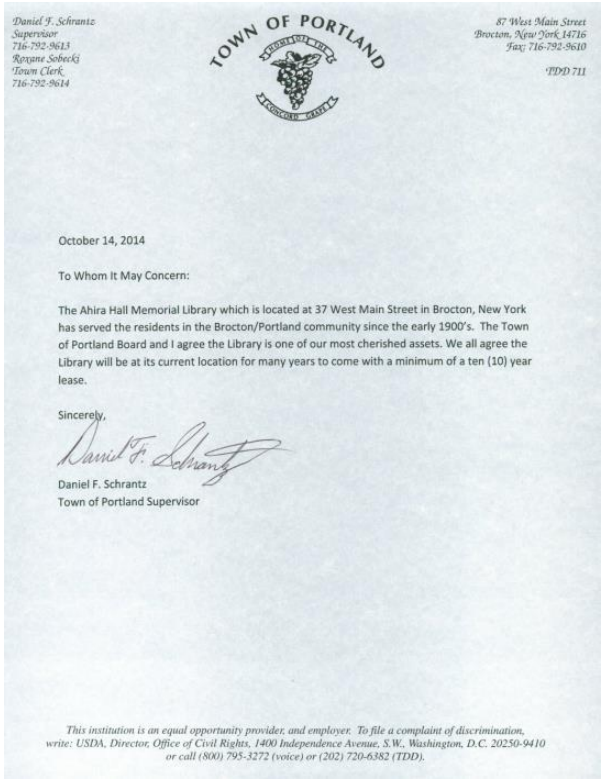
Many thanks for your consideration of this critical project.

Sincerely Yours,

John Paul Wolfe
President, Patterson Library Board of Trustees

Checklist-Certification of 10 Year Lease

- N/A if you own your building
- Otherwise, a letter from the Municipality will suffice



Daniel F. Schrantz
Supervisor
716-792-9613
Roxane Sebecki
Town Clerk
716-792-9614

TOWN OF PORTLAND

87 West Main Street
Brocton, New York 14716
Fax: 716-792-9610

TDD 711

October 14, 2014

To Whom It May Concern:

The Ahira Hall Memorial Library which is located at 37 West Main Street in Brocton, New York has served the residents in the Brocton/Portland community since the early 1900's. The Town of Portland Board and I agree the Library is one of our most cherished assets. We all agree the Library will be at its current location for many years to come with a minimum of a ten (10) year lease.

Sincerely,

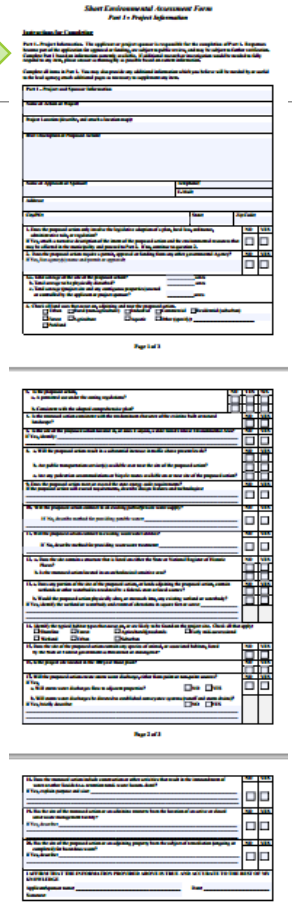
Daniel F. Schrantz
Town of Portland Supervisor

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

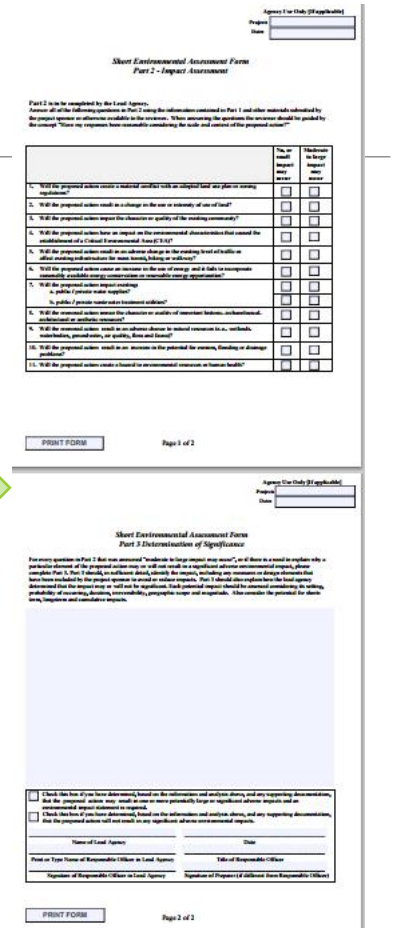
Checklist-Short Environmental Assessment

- Note-- It is no longer “short”
- A Google Map will suffice for the map requirement
- Hopefully you will be able to say “no impact”
- Please be thorough, direct, brief with answers
- Use Long Form only if necessary
- Short Form comes in 3 parts, but only 2 documents!

SEA part 1

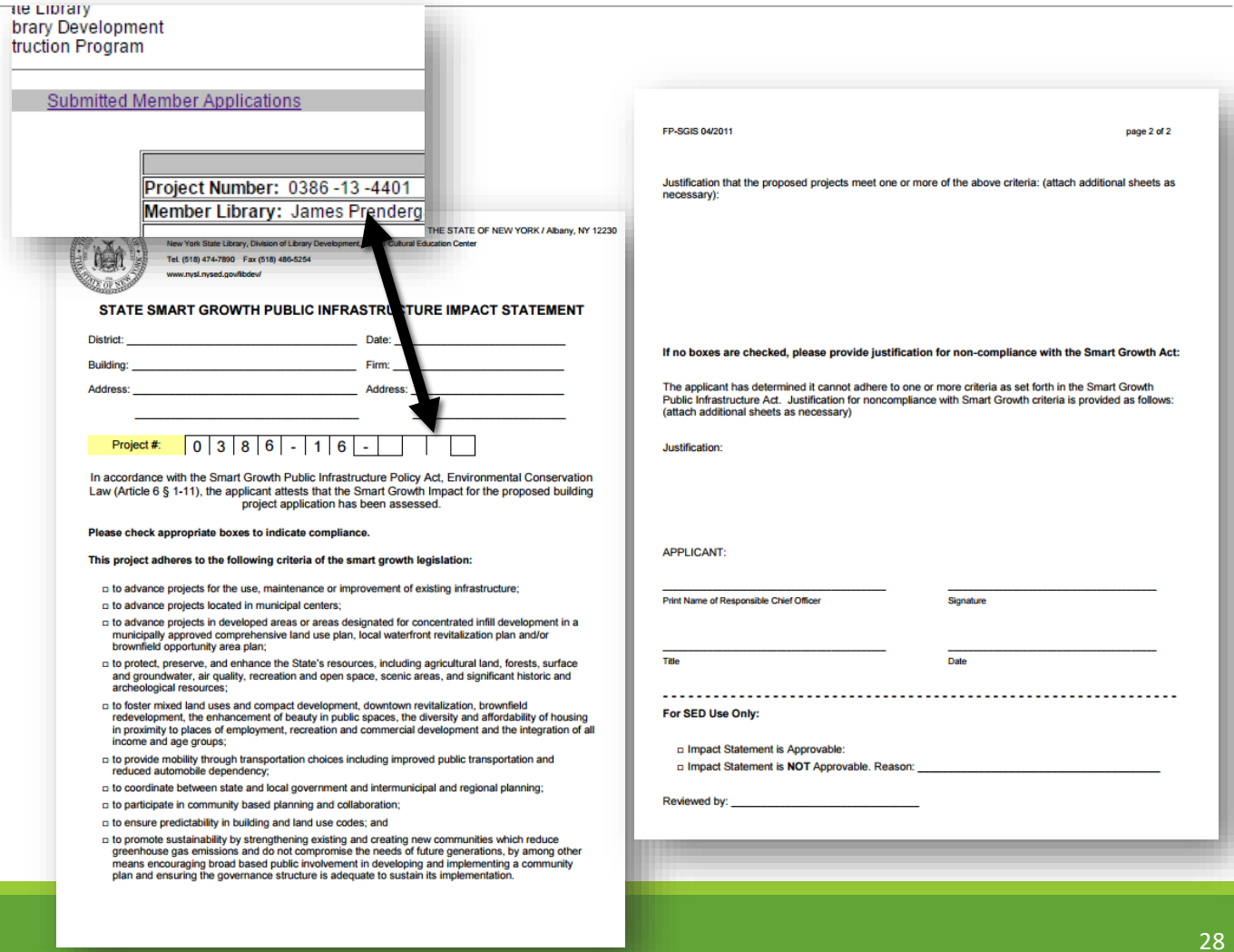


SEA parts 2 & 3



Checklist-Smart Growth form

- Enter Project Number
- Be thorough, brief, and to the point– no need to give a long Justification but <u>don't skip it</u>



ite Library
brary Development
truction Program

Submitted Member Applications

Project Number: 0386 -13 -4401
Member Library: James Prenderg

THE STATE OF NEW YORK / Albany, NY 12230

New York State Library, Division of Library Development, Cultural Education Center
Tel. (518) 474-7890 Fax (518) 486-5254
www.nysl.nysed.gov/libdev/

STATE SMART GROWTH PUBLIC INFRASTRUCTURE IMPACT STATEMENT

District: _____ Date: _____
Building: _____ Firm: _____
Address: _____ Address: _____

Project #: 0 3 8 6 - 1 6 -

In accordance with the Smart Growth Public Infrastructure Policy Act, Environmental Conservation Law (Article 6 § 1-11), the applicant attests that the Smart Growth Impact for the proposed building project application has been assessed.

Please check appropriate boxes to indicate compliance.

This project adheres to the following criteria of the smart growth legislation:

- ☐ to advance projects for the use, maintenance or improvement of existing infrastructure;
- ☐ to advance projects located in municipal centers;
- ☐ to advance projects in developed areas or areas designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan;
- ☐ to protect, preserve, and enhance the State's resources, including agricultural land, forests, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archeological resources;
- ☐ to foster mixed land uses and compact development, downtown revitalization, brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age groups;
- ☐ to provide mobility through transportation choices including improved public transportation and reduced automobile dependency;
- ☐ to coordinate between state and local government and intermunicipal and regional planning;
- ☐ to participate in community based planning and collaboration;
- ☐ to ensure predictability in building and land use codes; and
- ☐ to promote sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation.

FP-SGIS 04/2011 page 2 of 2

Justification that the proposed projects meet one or more of the above criteria: (attach additional sheets as necessary):

If no boxes are checked, please provide justification for non-compliance with the Smart Growth Act:

The applicant has determined it cannot adhere to one or more criteria as set forth in the Smart Growth Public Infrastructure Act. Justification for noncompliance with Smart Growth criteria is provided as follows: (attach additional sheets as necessary)

Justification:

APPLICANT:

_____ _____
Print Name of Responsible Chief Officer Signature

_____ _____
Title Date

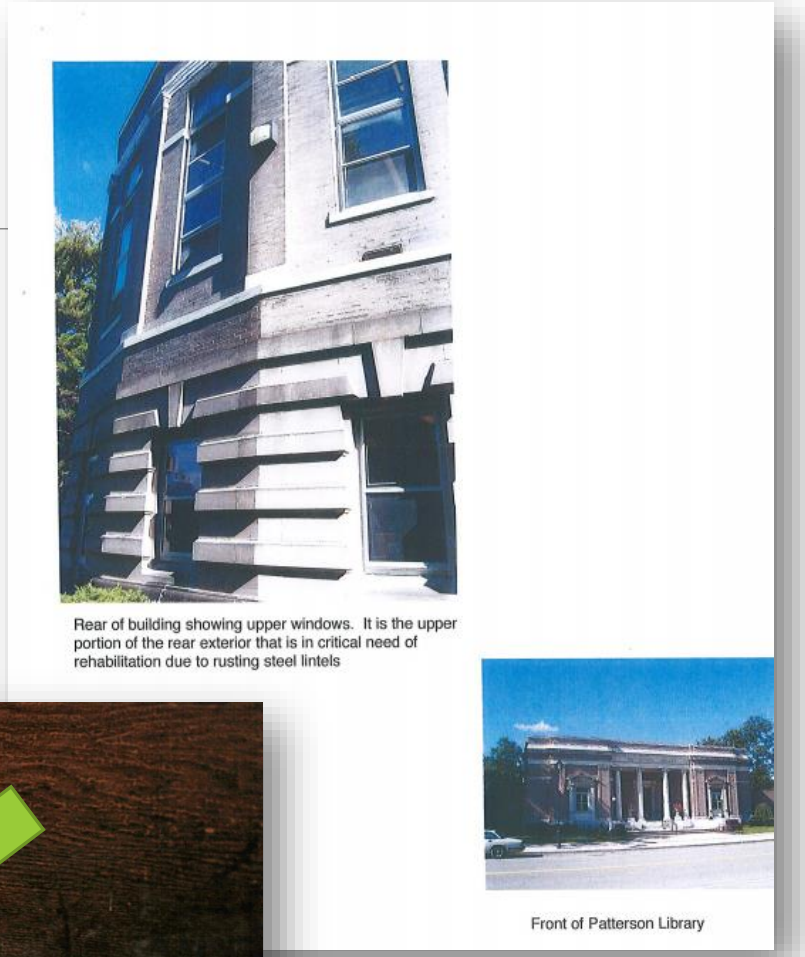
For SED Use Only:

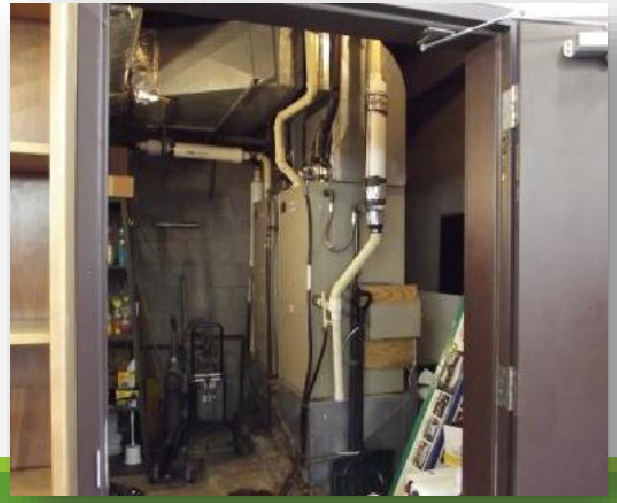
- ☐ Impact Statement is Approvable:
- ☐ Impact Statement is **NOT** Approvable. Reason: _____

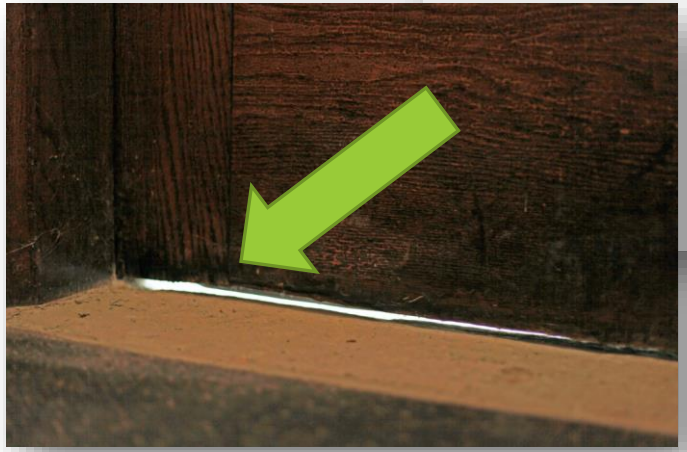
Reviewed by: _____

Checklist- Photographs

- Smart use of photographs can help you build a case
- Paste photos into word and convert to a pdf, or upload jpegs directly
- Anything you mention in the narrative should correlate to a photograph illustrating the problem/solution or opportunity for improvement

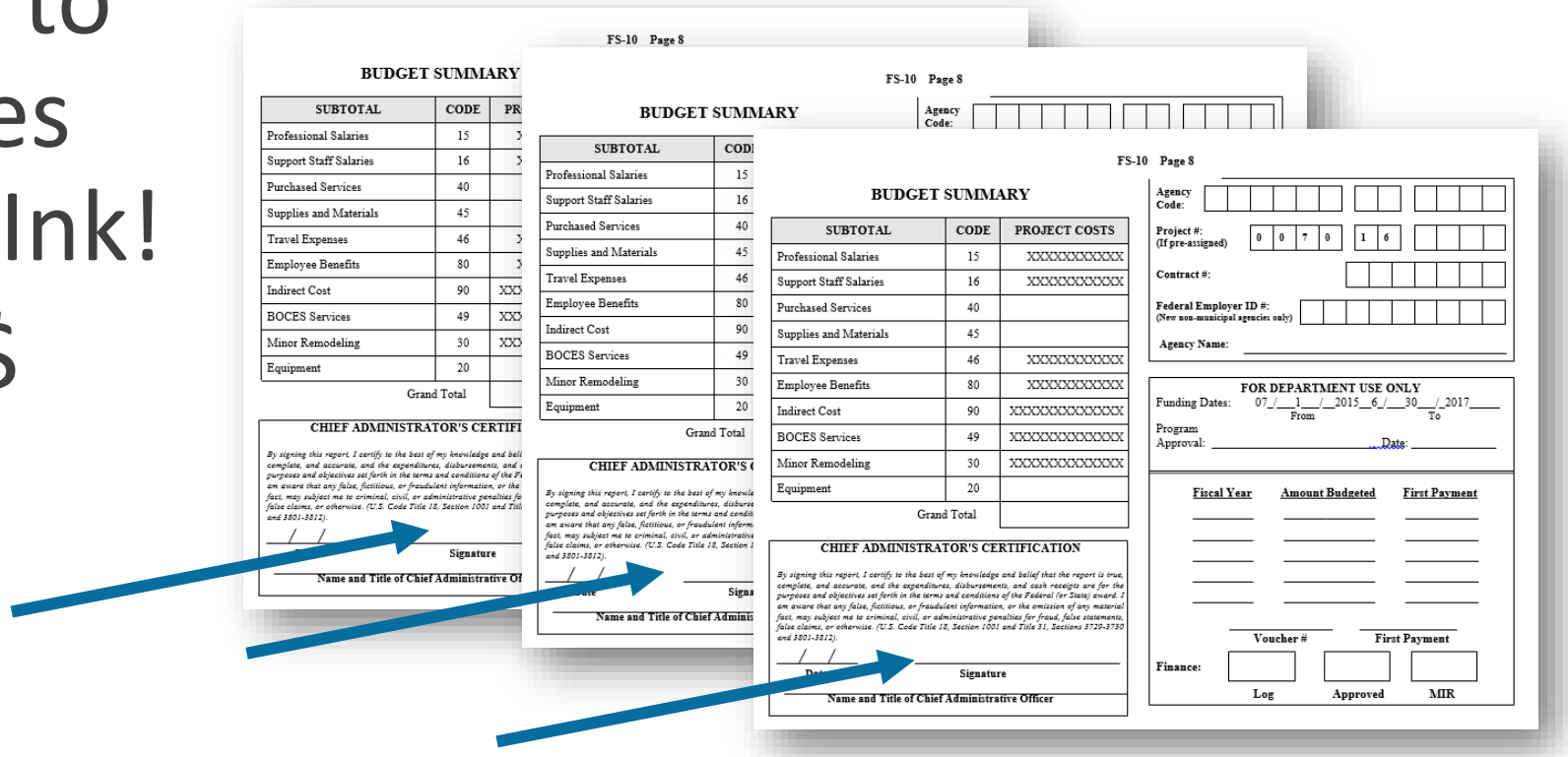






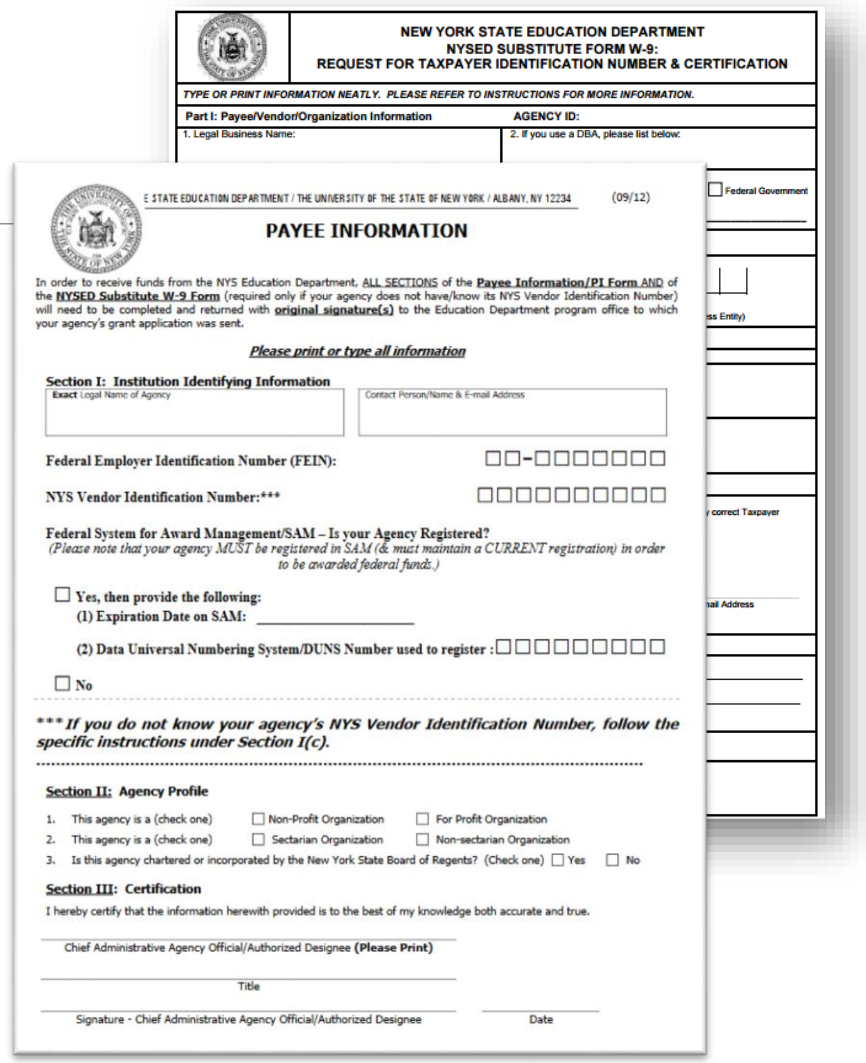
Checklist- FS 10 Form

- Print and send to Jan three copies signed in Blue Ink!
- Do NOT fill in $ amounts, just sign!



Checklist- Payee Info Form

- *"NOTE: Despite what is indicated on the Payee Information Form instructions, a substitute W-9 Form must be completed by all construction applicants, and it should be sent to your public library system, not directly to the State."*
- Print, sign, and send to Jan.
- You do not need to provide a SAM or Duns number this year.



NEW YORK STATE EDUCATION DEPARTMENT
NYSED SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Payee/Vendor/Organization Information — AGENCY ID:

1. Legal Business Name:

2. If you use a DBA, please list below:

Federal Government

E STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 (09/12)

PAYEE INFORMATION

In order to receive funds from the NYS Education Department, ALL SECTIONS of the Payee Information/PI Form AND of the NYSED Substitute W-9 Form (required only if your agency does not have/know its NYS Vendor Identification Number) will need to be completed and returned with original signature(s) to the Education Department program office to which your agency's grant application was sent.

Please print or type all information

Section I: Institution Identifying Information

Exact Legal Name of Agency

Contact Person/Name & E-mail Address

Federal Employer Identification Number (FEIN): □□-□□□□□□□

NYS Vendor Identification Number:*** □□□□□□□□□□

Federal System for Award Management/SAM – Is your Agency Registered?
(Please note that your agency MUST be registered in SAM (& must maintain a CURRENT registration) in order to be awarded federal funds.)

☐ Yes, then provide the following:
(1) Expiration Date on SAM: _____
(2) Data Universal Numbering System/DUNS Number used to register :□□□□□□□□□

☐ No

****If you do not know your agency's NYS Vendor Identification Number, follow the specific instructions under Section I(c).***

Section II: Agency Profile

1. This agency is a (check one) ☐ Non-Profit Organization ☐ For Profit Organization
2. This agency is a (check one) ☐ Sectarian Organization ☐ Non-sectarian Organization
3. Is this agency chartered or incorporated by the New York State Board of Regents? (Check one) ☐ Yes ☐ No

Section III: Certification

I hereby certify that the information herewith provided is to the best of my knowledge both accurate and true.

Chief Administrative Agency Official/Authorized Designee **(Please Print)**

Title

Signature - Chief Administrative Agency Official/Authorized Designee

Date

Construction
2019 - 2022

Questions?

Contact Jan: jdekoff@cclslib.org

- Email is best for tracking purposes
- Jan will call by phone if something needs to be discussed