



Steps and Timeline for 2021 NY Public Library Construction Grant Applications

For Projects Completed: July 2021 through June 2024

There has been \$34M in Library Construction Aid included in the FY 2022 budget. Every year CCLS has access to a percentage of Library Construction Aid, based on population. CCLS member libraries will have access to \$817,876 in 2021.

In recent years, CCLS asked member libraries to go through a process that included site visits and presentations to the CCLS Board of Trustees. We realize that process may be difficult to follow this year. It is possible that project presentations may be made virtually using Go to Meeting. We are asking libraries to inform the CCLS System Director of their intent to apply as soon as possible. The CCLS System Director will work closely with the libraries to ensure eligibility and help libraries through the application process. The CCLS Board of Trustees will be kept informed in order to make decisions. We ask that everyone be patient as we work through the application process.

Important 2021 Application Dates

- **Wednesday, July 14:** Member library deadline to submit Intent to Apply packet to Jan
- **Friday, July 16:** Deadline for site visits with Jan.
- **Late July (TBD):** Member library presentations for CCLS Trustees
- **Wednesday, August 11:** CCLS Board of Trustees votes on final allocations
- **Thursday, August 12:** Applicants notified of allocation decisions
- **Friday, September 10:** Deadline for successful applicants to complete online application
- **Friday, October 1:** CCLS staff certification and submission of applications to the State
- **July 2022 (approximate):** Official grant award letters received
- **August 2022 (approximate):** 90% funding received
- **June 30, 2024:** 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. Complete an **Intent to Apply form** and send to Jan Dekoff by email to jdekoff@cclsny.org or through CCLS Delivery, Attn: Jan (deadline is July 14). 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 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)
 - Attach **Photographs** that show the locations in the building or on the grounds where work will be done. Include brief explanation of the work to be done in each area pictured.
3. CCLS Board will review applications and ask for more information if necessary.
4. Successful applicants will be informed no later than August 13.
5. Complete the full application.
6. If successful, you will have until September 10 to complete the full online application.

Questions?

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