

**2021-2024 New York State  
Public Library Construction Aid  
Intent to Apply Form**

**\$817,876 Available for Member Libraries of the Chautauqua-Cattaraugus Library System**

**Funding Information**

New York State has approved \$817,876 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.
- A new law passed in 2019 (*Chapter 381 of the Laws of 2019*) allows for additional State funding up to 90% of the total project costs for a library serving economically distressed communities. This new law allocates to each library system a limited amount of funding to support such projects (funding is capped at 10% of the library system's construction aid allocation).
  - There is a bill that has recently passed the Senate and is waiting for approval from the Assembly that would increase the allocation amount eligible to 50%. It is not clear if that will impact the grants in this application year.
- 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 2021, please submit the following to Janice Dekoff via email ([jdekoff@cclsny.org](mailto:jdekoff@cclsny.org)) or CCLS Delivery (Attn: Jan) by **July 14, 2021**:

- 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!
- 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.
- 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**.

For more information visit [www.nysl.nysed.gov/libdev/construc](http://www.nysl.nysed.gov/libdev/construc), or email Jan: [jdekoff@cclsny.org](mailto:jdekoff@cclsny.org)

5/21/2021 JD

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**CCLS timeline for 2021 Construction Aid applications**

- **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)

***Application Form on the reverse...***

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**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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe why your project is important and what positive impacts it will have \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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:

- Pictures 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.
- 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