

**2022-2025 New York State
Public Library Construction Aid
Applying for NY Public Library Construction Aid in 2022**

Library Construction Aid: A Guide for Directors and Trustees

New York State has allocated \$34M in Library Construction Aid in FY 2023 budget. This aid is divided between the twenty-three Public Library Systems using formulas in Education Law 273-a. CCLS member libraries will have access to \$797,344 in 2022.

Important 2022 CCLS and NYS Application Dates

- **Wednesday, July 13:** Member library deadline to submit Intent to Apply Package to Jan
- **Friday, July 15:** Deadline for site visits with Jan
- **Thursday, July 28:** Member library presentations for CCLS Trustees
- **Wednesday, August 10:** CCLS Board of Trustees votes on final allocations of CCLS funds
- **Thursday, August 11:** Applicants notified of CCLS Board allocation decisions
- **Friday, September 9:** Deadline for successful applicants to complete NYS online application
- **Monday, October 3:** CCLS staff certification and submission of applications to NYS
- **July 2023 (approximate):** Official NYS grant award letters received
- **August 2023 (approximate):** 90% funding received
- **June 30, 2025:** Projects must be completed (remaining 10% funding paid on completion of final report)

Member libraries should contact Jan immediately if they are considering a construction project. Site visits may be made to assess the project and discuss its viability. Member libraries may submit one application each year. Multiple applications may not be submitted for the same project. Contact Jan if you are considering a multi-phase project.

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.

Member libraries must complete the **CCLS Intent to Apply Package** and send to Jan Dekoff via email to jddekoff@cclsny.org or CCLS Delivery, Attn: Jan (**deadline is July 13**). The Intent to Apply form requires both the Director's and the Board President's signature. Full details on completing the CCLS Intent to Apply Package are attached to the application form.

The CCLS Board will review all member library Intent to Apply Packages. All eligible projects will be evaluated and ranked using the following criteria in order from most 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;

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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.

Preference will be given to projects that demonstrate readiness using the following criteria in 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 are available or are on target to be raised;
3. Project is urgent and any delay would be detrimental to the community;

In person or remote meetings will be scheduled in mid to late July to allow the CCLS Board to hear directly from applicants and ask questions about the projects following the presentations. Presentations should be about 5 minutes long, (large, multi-faceted projects may take longer to present) and should include:

- Description of why your project is important and what positive impacts it will have.
- Stories about how your library is doing great things for the community.
- Full requirements for Intent to Apply and Presentation are attached to the application form.

Important Funding Information

- The minimum total 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 2021 (*Chapter 627 of the Laws of 2021*) allows for additional State funding up to 90% of the total project costs for a library serving economically distressed communities. This new law allocates a limited amount of funding to each library system to support such projects (funding is capped at 50% of the library system’s construction aid allocation). The Division of Library Development will decide if a library meets the requirements to be considered to be serving an economically distressed community. Contact Jan to see if your library qualifies.
- Determine the amount requested carefully. Libraries are required to completely expend the funds.
- Funding will be allocated based on application pool and criteria met. It is possible that not all applications will be fully or partially funded.

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- Once projects have been approved on the state level, libraries will receive notification of their Construction Aid Award. Your library will receive 90% of the award after receipt of notification. The remaining 10% will be distributed upon the closing of the project.

Things to Consider When Choosing a Project: What Can Be Funded and What Can't!

Funded

- Construction or acquisition of a library building, renovation or rehabilitation of a library building
- Purchase and installation of equipment and furnishings **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.
- Priority is given 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.
- 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.
- Architectural and engineering plans for locally approved new or ongoing projects, provided they are submitted in the same application as the relevant project, are eligible for funding. The work outlined in the architecture or engineering plans **MUST** be carried out as part of the same project. Those plans cannot be funded if the specified work is not included within the same project application and carried out within the same project timeframe. Speculative architectural and engineering plans are not eligible for funding under the State Aid for Library Construction Program.
- Project management costs including such costs as project manager and clerk of the works, are eligible for funding.
- The purchase and installation of one or more generators.
- Assistive listening devices and systems are eligible expenses.

Not Funded

- Carpet/flooring replacement as a stand-alone activity does not qualify as a construction project. The carpet/flooring replacement must be a component of a construction / renovation project,

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such as sub flooring replacement, a renovation project that creates new space, the creation of a building addition or a completely new building.

- 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). Successful applications use words such as upgrade, renovation or restoration.
- Other costs ineligible for funding include, but are not limited to, speculative architectural and engineering plans, building consultant feasibility studies, interest or carrying charges on bonds financing the project, long-term debt payments on bonds or loans financing the project, purchase of books and other library materials, asbestos, mold, and lead abatement, and landscaping. Library signage (with or without lighting) is not considered landscaping and is an eligible expense.

Proceeding If Your Application Is Approved

Congratulations! You have been approved to receive a NYS Construction Aid. There are some important things to keep in mind as you move forward with your project.

- Contractors/vendors: You are not required to use the contractor that provided your original quote. You can get other quotes and decide which you would like to use.
- **Project start date: Project work must begin within 180 days of NYS approval.**
- There may be funds left over after you complete the work that was planned. You are required to spend the full amount of the project funds (both state funds and library matching funds). Contact Jan right away to discuss what you may be able to do to use those extra funds.
- To make a change in your project along the way or to reallocate funds at the end of the project, you will need to submit a Budget Amendment form to the Division of Library Development. Contact Jan if you believe you may need to submit a Budget Amendment. DLD will review your request and approve it if it meets the criteria or help you to meet the criteria for approval.
- At the end of Year Two, you will receive an email from DLD. You will be asked if your project is complete and ready to close or if you need an extension. Project extensions are easily granted once a Progress Report has been submitted. Contact Jan with any questions.
- Closing your project- You are almost done! You will need to gather all of the payment information for your project (check numbers, amounts, etc.) and take pictures of the completed work. Next, go to the Construction Application Portal. Find and select your project. Scroll to the bottom of the Review Checklist until you see the Final Report Checklist. You will enter/upload all information here.
- Once DLD has approved your closing information, they will ask you to mail in the FS-10 F Long Form. After the form is received, you will receive the final 10% of your Construction Aid.