

**2025-2031 New York State  
Public Library Construction Aid  
CCLS Intent to Apply Package Instructions**

**CCLS Timeline for 2054 CCLS and NYS Construction Aid Applications**

- **Friday, July 11: Completed Intent to Apply Package must be submitted to Jan**
- **Friday, July 11:** Deadline for site visits with Jan.
- **NEW Your submission date – Friday August 8:** CCLS Trustee Library Site visits **NEW**
- **Wednesday, August 13:** CCLS Board of Trustees votes on final allocations of CCLS funds
- **Thursday, August 14:** Applicants notified of CCLS Board allocation decisions
- **Friday, September 12:** Deadline for successful applicants to complete NYS online application
- **Wednesday, October 8:** CCLS staff certification and submission of applications to NYS
- **Fall 2026 (estimate based on recent years):** Official NYS grant award letters received
- **Late Fall 2026 (estimate based on recent years):** 90% funding received
- **June 30, 2031:** Projects must be completed (remaining 10% funding paid on completion of final report)

**Completing the Intent to Apply Form:** Use the guidance below to help you complete the form

**CCLS Intent to Apply form**

- This form requires both the Director's and the Board President's signature

**Questions:**

- Brief project description – One to two sentences
- How will the project improve service to community members?
- Describe why your project is important and what positive impacts it will have
- Project start and end dates (estimated)
- Total Project Cost
- Requested Award Amount (90%)
- Library Share (10%)

**Pictures**

- In a Word Document, insert pictures show the locations in the building or on the grounds where work will be done and include an explanation of the work to be done in each picture

**State Historic Preservation Office approval or proof of listed exemption**

- **Contact Jan to learn about your library's exemption status**
- To find exemptions: Use Memorandum of Understanding and Attachment 1
- Don't delay! -Receipt of this mandatory letter can take weeks or months
- Submit requests for approval via the CRIS online portal:
  - <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
  - See SHPO Guidance Document for assistance
- Helpful webinar explaining the SHPO process

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- <https://www.nysl.nysed.gov/libdev/webinars/index.html#Recent>

**Detailed Contractor Quote(s)** to cover all parts of the project

- Only one per project part is needed now, although it is encouraged that you get at least three quotes or bids prior to the start of the project
- Quote(s) must provide detailed costs for each component

**Proof of 10-year lease** (only required if you do not own your building)

**Proof of Available Funds** – documentation that shows that the library currently has the fund to cover their share

- These funds do not need to be the funds you actually use!
- This needs to be proved one of two ways:
  - Bank Statement:
  - Letter for Board President or Treasurer

Contact Jan with any questions or concerns as you work on the Intent to Apply Form.

Successful applicants will be informed no later than August 14. Approved applicants will have until September 12 to complete the full NYS online application.

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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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Project Start Date (Estimated)

Project End Date (Estimated)

Total Project Cost:

Requested Award Amount (must be confirmed by Jan)

Library Share Amount:

Attachments Checklist:

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. (Pictures should be labeled and submitted as either a Word document or PDF.)

Proof of SHPO Approval or exemption    *or*    Library is less than 50 years old

Proof of 10-year lease is attached    *or*    Library owns its building

Contractors Quote(s)

Proof that Library has funds available to cover its share of the cost

Bank Statement    *or*    Letter from Board President or Treasurer

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Name of Library Director

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Name of Library Board President

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Signature of Library Director

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Signature of Library Board President