

NYS Construction Aid Program

<http://www.nysl.nysed.gov/libdev/construc/>

Steve Bachman, Executive Director, 4CLS

June 9, 2017

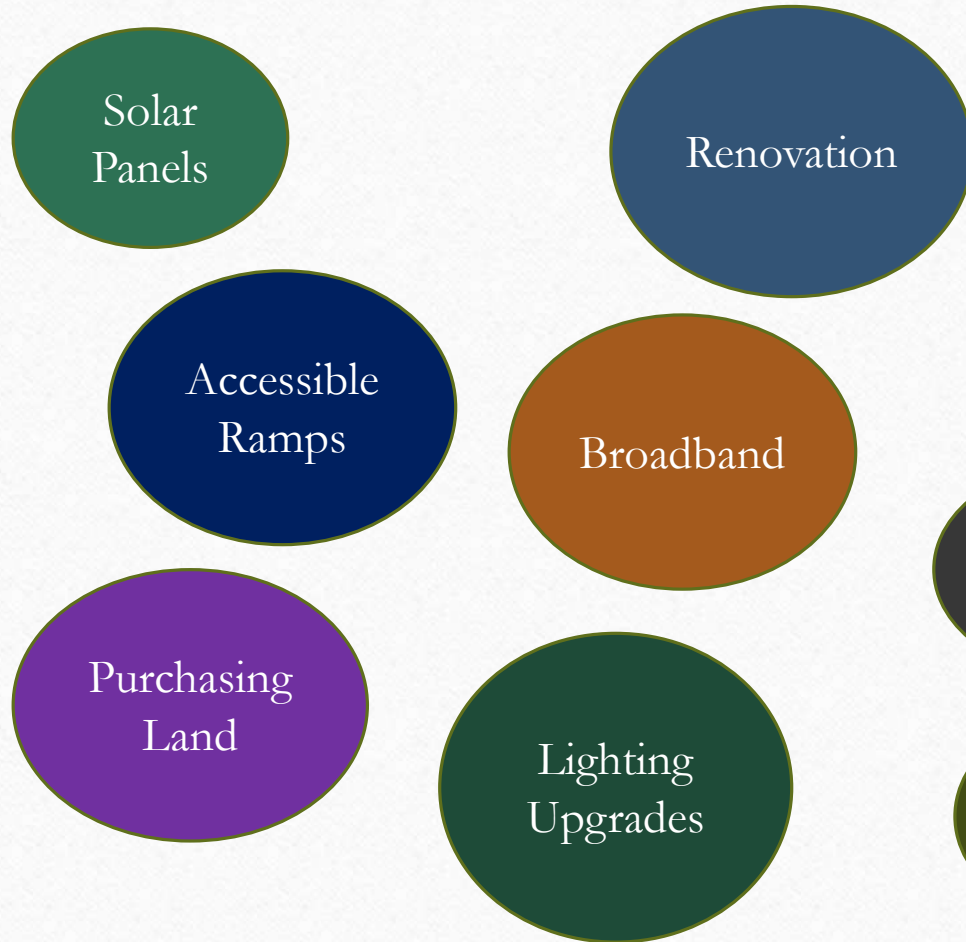


- \$24 Million statewide for library construction projects
- Expecting over \$600K for 4CLS region
- 50% Local Match
- 25% for libraries serving economically disadvantaged communities

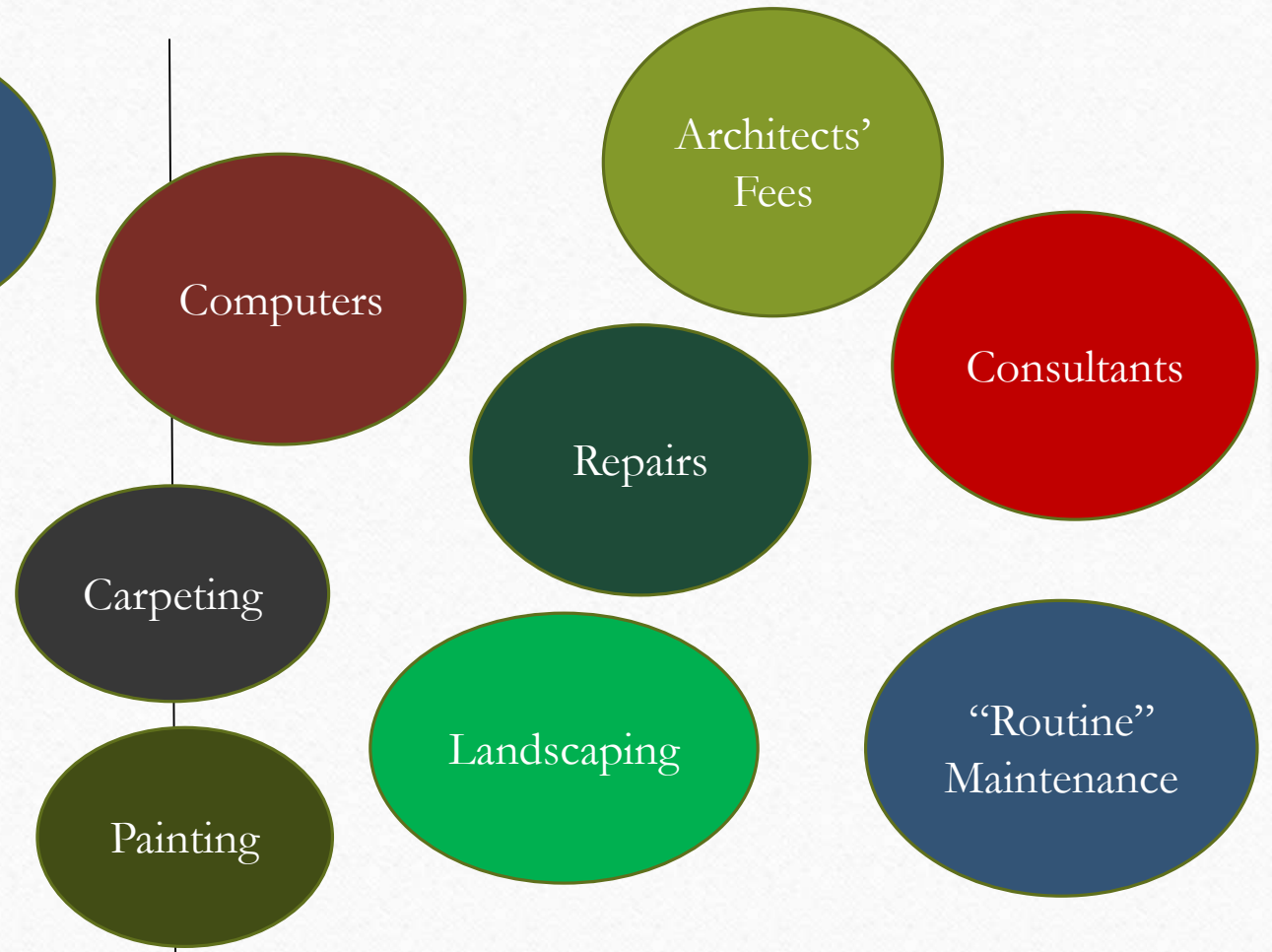
Program Priorities

- Increased effectiveness of library service due to increased and/or improved building space and capacity
- More efficient utilization of the library building resulting in such economies as energy conservation and increased staff efficiency.
- Improved access to and use of building services by all library users, including those with physical disabilities
- Provision of library services to geographically isolated or economically disadvantaged communities

Eligible Projects/Expenses

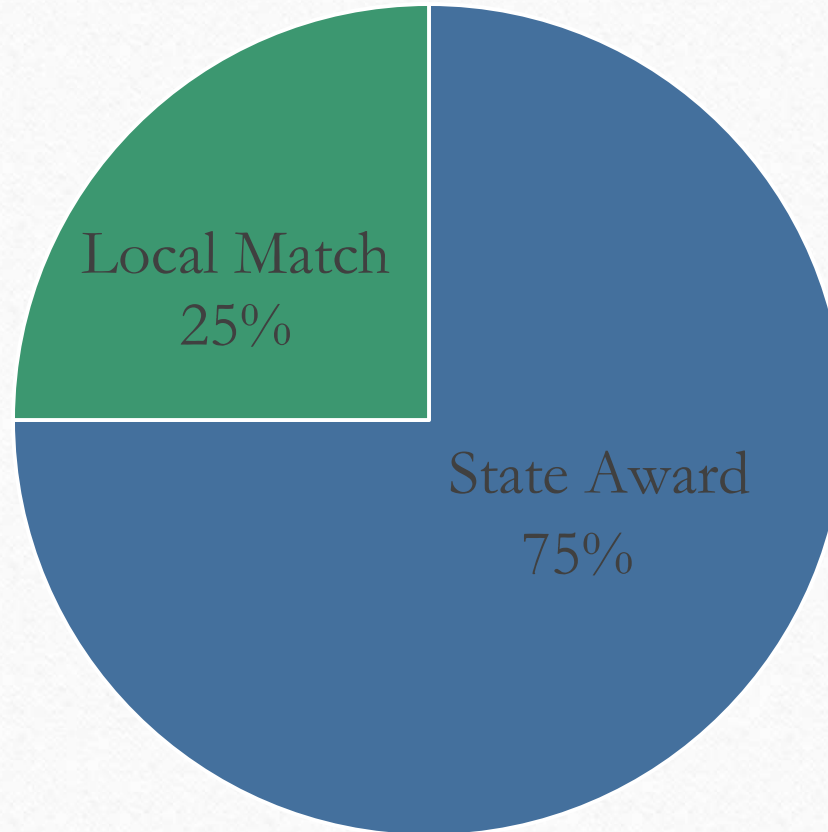


Ineligible Projects/Expenses



Total Project Budget

Minimum Project \$5,000
Minimum Award \$2,500



Break a large project into smaller components

Local match can be from another grant, fundraising, or library budget

Bundle smaller projects into one application

Application Timeline




- June 2017 - Application Portal Opens



- End of August 2017 - Applications due to 4CLS



- Sept. 2017 - 4CLS Board Approves Applications & send to Albany



- Oct. 2017 - DLD reviews applications



- Jan. 2018 - DASNY Reviews Applications




- May/June 2018 - Approved Applications back to DLD



- June 2018 - Notifications sent to State Reps



- June 2018 - Award Letters sent to Libraries



- July 2018 - 90% of Award sent

SHPO: State Historic Preservation Office



Skene Memorial Library, Fleischmanns, NY. Erected in 1901

- Buildings that are 50 years old, or are listed on the state or national historic register, must apply for approval for SHPO
- By agreement between State Ed & SHPO, certain types of work are **exempt** from SHPO review!
- Full list here:
http://www.nysl.nysed.gov/libdev/construc/19m/shpo_sed_resolution.htm#appendixa
- SHPO Approval Process is online:
 - <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
 - DLD recommends you sign in as a guest user

Is your building owned by a school district?



If Yes, AND if the total project budget is over \$10,000...

Your application requires the approval of the State Ed. Department's Office of Facilities Planning.

Call (518) 474-3906 to start the process

Application Checklist

Project
Number

Application Checklist	
Project Number	0386 -17 -6753
Item	Completed
Application Form (required)	<input checked="" type="checkbox"/>
Additional Funding Sources (required)	<input checked="" type="checkbox"/>
Project Narratives (required)	<input checked="" type="checkbox"/>
Budget (required)	<input checked="" type="checkbox"/>
FS-10 Forms (required) ❖ (3 original forms signed in blue ink and mailed to your PLS)	<input type="checkbox"/>
Payee Information Form (required) ❖ (1 original form signed in blue ink and mailed to your PLS)	<input type="checkbox"/>
Attachments (required)	
❖ Assurances (required)	<input type="checkbox"/>
❖ Certificate/Proof of Available Funds to Finance Project (required)	<input type="checkbox"/>
❖ Short (or Full) Environmental Assessment Form (required)	<input checked="" type="checkbox"/>
❖ Pre-Construction Building Photographs (required)	<input checked="" type="checkbox"/>
❖ Smart Growth Form (required)	<input checked="" type="checkbox"/>
❖ Certificate of 10 year minimum lease/legal agreement and project approval from building owner (if building/site is leased or otherwise legally available)	<input checked="" type="checkbox"/>
❖ Office of Facilities Planning approval (if building is owned by school district and project over \$10,000)	<input type="checkbox"/>
❖ State Historic Preservation Office (SHPO) Approval Documentation (optional)	<input checked="" type="checkbox"/>
❖ Vendor quotes, cost estimates	<input type="checkbox"/>
❖ Municipal Consent for Site/Building Acquisition Projects (optional)	<input checked="" type="checkbox"/>

❖ Upload

❖ Print, Sign & Upload

❖ Print, Sign, & send to 4CLS



Upload a map showing the library and the surrounding area

Additional Information


- Applicants must have an Employer ID Number (EIN) that is different from their municipality. Apply for an EIN via the IRS - [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
- Applicants must also have a NYS vendor number – contact Barbara Massago Barbara.massago@nysed.gov or by calling (518) 486-4885.
- Most information is submitted via the online portal **except:**
 - 3 copies of FS-10 form, signed in blue ink (send to 4CLS)
 - Payee Form, signed in blue ink (send to 4CLS)
- Project must begin 180 days from award notification

Links

- Main Construction Page – www.nysl.nysed.gov/libdev/construc/
 - Application Procedure – <http://www.nysl.nysed.gov/libdev/construc/19m/index.html>
 - Application Instructions – <http://www.nysl.nysed.gov/libdev/construc/19m/instruct.htm>
 - Frequently Asked Questions – <http://www.nysl.nysed.gov/libdev/construc/19m/faq.htm>
- Application Portal Link – eservices.nysed.gov/ldgrants/index.jsp
- Portal Registration Link - <https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do>
- SHPO Submission Link– <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
- Construction Page on the 4CLS Intranet - <http://intranet.4cls.org>
 - Under FAQ's & How-To's (or search for Construction)

The Application Portal

New York State Education Department
New York State Library
Division of Library Development
Library Construction Program



[Home](#)[Construction Home Page](#)[Construction Checklist](#)[Help](#)

Checklist

Warning: The due date (10/30/2015) for this application has expired. You may not submit a new application for this fiscal year.

Application Checklist	
Project Number	0386 -16 -6301
Item	Completed
Application Form (required)	<input checked="" type="checkbox"/>
Additional Funding Sources (required)	<input checked="" type="checkbox"/>
Project Narratives (required)	<input checked="" type="checkbox"/>
Budget (required)	<input checked="" type="checkbox"/>
FS-10 Forms (required) (3 original forms signed in blue ink and mailed to your PLS)	<input type="checkbox"/>
Payee Information Form (required) (1 original form signed in blue ink and mailed to your PLS)	<input checked="" type="checkbox"/>
Attachments (required)	
Assurances (required)	<input type="checkbox"/>
Certificate/Proof of Available Funds to Finance Project (required)	<input type="checkbox"/>

- Online Portal - <https://eservices.nysed.gov/ldgrants/index.jsp>
 - Register first - <https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do>

The Aftermath

- Submit Final Budget Report through portal
- Upload photos of completed project
- Print, sign, & send completed FS-10 forms to Albany
- After submission of FS-10's, the final 10% will arrive

Call or E-mail Steve with Questions

- sbachman@4cls.org
- 607-723-8236 ext. 301