



## Steps and Timeline for 2018 NY Public Library Construction Grant Applications

For Projects Completed: July 2018 through June 2021

### Background

Every year CCLS has access to a percentage, based on population, of public library construction funding voted on by the State Legislature during the annual budget process. This was \$577,324 in 2017 (Note: as of publication, we do not yet have a final figure for 2018).

In the past, CCLS has asked member libraries to complete the full State online application in the fall in order to request funding. The System Director reviewed those requests, worked with member libraries to improve any weaknesses and address any eligibility issues, and made allocation recommendations to the CCLS Board at their October meeting. This year, we are following new procedures, and all libraries interested in applying should familiarize themselves with the new requirements below.

The new procedures below are intended to help the CCLS Board make informed decisions, give libraries the chance to answer questions and explain the importance of their project, decrease unnecessary time and effort spent on unfunded applications, and cut down on rushed last-minute application amendments.

### Important 2018 Application Dates

- **Early June (TBA):** Workshops on Construction Aid and Application Procedures
- **Sunday, July 15:** Member library deadline to submit Intent to Apply packet to Eli
- **Friday, July 27:** Deadline to have a site visit from Eli
- **Saturday, July 28:** Member library presentations to CCLS Board (at CCLS Headquarters)
- **Wednesday, August 8:** CCLS Board of Trustees votes on final allocations (location TBD)
- **Thursday, August 9:** Applicants notified of allocation decisions
- **Saturday, September 1:** Deadline for successful applicants to complete online application
- **Monday, October 1:** CCLS staff certification and submission of applications to the State
- **June 2019 (approximate):** Official grant award letters received
- **July 2019 (approximate):** 90% funding received
- **June 30, 2021:** 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. Attend a Construction Aid and Application Procedures workshop (Tip: subscribe to the CCLS Newsletter for updates on workshop opportunities: <http://eepurl.com/Fq7hr>).
3. Complete an **Intent to Apply form** and send to Eli Guinnee by email to [eguinnee@cclslib.org](mailto:eguinnee@cclslib.org) or through CCLS Delivery, Attn: Eli (deadline is July 15). 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 Project from the list of wizards on the Submit page
    - ii. 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)
4. Request a site visit from Eli by July 27. This can happen prior to the Intent to Apply submission.
5. Present to the CCLS Board at CCLS Headquarters in the Prendergast Library (Saturday, July 28)
  - Presentations are about 5 minutes, followed by questions from the CCLS Trustees (large, multi-faceted projects may take longer to present)
  - Describe why your project is important and what positive impacts it will have
  - Bring stories about how your library is doing great things for the community
  - Describe the budget and bring supporting quotes to back up all parts of the budget
  - Bring pictures or any other materials that support your request
  - A projector will be available should you have slides to display. If you bring handouts, please bring 10 copies of each.
6. If successful, you will have until September 1 to complete the full online application

## Questions?

Contact: Eli Guinnee  
[eguinnee@cclslib.org](mailto:eguinnee@cclslib.org)  
716-664-6675 x228

## Intent to Apply Form Instructions

\$\_\_(TBD)\_\_\_ Available for Member Libraries of the Chautauqua-Cattaraugus Library System

**Deadline: July 15, 2018**

### Funding Information

New York State has approved \$ (TBD) 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 matching funds available at the time of application.
- 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. Review the guidelines and FAQs on the DLD website carefully (<http://www.nysl.nysed.gov/libdev/construc/index.html>) and ask Eli if you need clarification on what can be covered.

### To Apply

In order to apply for Construction Aid in 2018, please submit the following to Eli Guinnee via email ([eginnee@cclslib.org](mailto:eginnee@cclslib.org)) or CCLS Delivery by July 15, 2018:

- This form (Notification of Intent to Apply)
- Facility Plan (optional)
- Contractor bids/quotes (submit only one quote per component of the project; quotes for IT equipment can be obtained from Mike Jones, [mjones@cclslib.org](mailto:mjones@cclslib.org); quotes on furniture and other library equipment can be obtained online from vendors like Demco and Brodart.)
- 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
  - 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!
- 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**.

## 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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

- 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
- 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