



Construction Grant 2018-21

libraries.cc/construction

Important Dates (New in Green)

July 1, 2018, through June 30, 2021: Project Period

After January 1, 2018: YOUR share of expenses can be spent

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

Thursday, August 9: Applicants notified of allocation decisions

Saturday, September 1: Deadline for successful applicants to complete online application

Approximately June- July 2019: Grant Awards Announced and 90% of State funds paid

➤ Within 180 days of announcement, work must commence on the project

Before June 30, 2021: Final Reports submitted for final 10% funding

New Intent to Apply due July 15

Form:

1. Title
2. Description
3. Impact Statement
4. Rough Timeline
5. Project Cost

Attachments:

1. Proof of SHPO Approval or exemption is attached (if building is 50+)
2. Proof of 10-year lease if library does not own its building
3. Contractors Quotes are attached
4. Proof of available funds or fund raising plan

New Presentations

Saturday, July 28 @ CCLS Headquarters

Member library presentations to CCLS Board (at CCLS Headquarters). Present:

1. Project details, timeline, and budget
2. Proof of SHPO Approval (or in process) or bona fide exemption eligibility, and
3. Contractors Quotes

New Presentations

Saturday, July 28 @ CCLS Headquarters

- 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.

New Presentations

Tips for Success

- Focus on content not format of presentation
- If using technology, touch base with Eli on what support you need
- Be prepared with an analog backup if using technology!
- Be clear about the need and positive impacts
- Demonstrate careful planning
- Be clear how you will come up with the matching funds
- Don't forget to talk about the wonderful things your library is doing for the community!

Basics: Amounts

- “...libraries who received a construction grant award in any previous year are eligible to apply for funding... even if the project for which previous funding was received is not yet complete. However, a library cannot receive funding for the same project more than once.”
- Projects cannot be completed at the time of application
- The minimum grant award is \$2,500
- CCLS will be allocated about \$800,000 for its 36 libraries.
- Grants can cover up to 75% of the project cost

Basics: What can be funded?

- Construction or acquisition of a library building, renovation or rehabilitation of a library building
- The purchase and installation of equipment and furnishings are eligible costs **within the context** of a construction project application for a new building, building addition or substantially renovated/rehabilitated space.
- Carpeting in the context of a renovation
- Landscaping only if landscaping is disturbed
- The purchase and installation of one or more generators.

Basics: What can be funded?

- The program gives priority 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.
- The 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.

Basics: What can be funded?

- 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).
- “Repairs are not eligible expenses in construction law. That word needs to be removed. Perhaps words like upgrade, renovation or restoration can be used.”
- Fees for architects and engineers can be included in the project cost, *only as a part of the library’s match*

Basics: How is funding allocated?

All qualified projects will be evaluated and ranked in priority order using the following five criteria in this order from most important 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;
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.

Basics: How is funding allocated?

Preference will be given to projects that demonstrate readiness using the following four criteria in this 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 have been raised or are on target to be raised;
3. Project is urgent and any delay would be detrimental to the community;
4. Planning has involved the community and has inspired support from the community

First Step: SHPO

SHPO approval tends to take the longest. Start this first.

This is now an online process.

“If your library building is 50 years old or older and/or the project involves ground disturbance and/or demolition, please read the following document to determine if your project requires a SHPO approval.”

However, there are now exceptions...

First Step: SHPO

SHPO “Attachment/Appendix A” exception examples (not exhaustive):

- Repair and replacement of site installed mechanical, electrical, and plumbing equipment (eg., an emergency generator or air cooled condenser) on the condition that no trim or architectural features are altered and that no ground disturbing work is proposed that will exceed the depth of previous undisturbed soil...
- Repaving/resurfacing of existing paved areas, e.g., parking areas, where the proposed work does not exceed the depth of previous undisturbed soil.
- Repair/ replacement-in-kind of exterior steps, platforms, stairs, ramps, and area ways
- Repair/ replacement of flat roofs, roof hatches, roof drains, and rooftop mechanical, electrical, and plumbing equipment.
- Repair/ replacement-in-kind of the surface materials on pitched roofs.

First Step: SHPO

SHPO “Attachment/Appendix A” exception examples (not exhaustive) continued:

- Masonry repair and repointing on up to 50% of a building on the condition that it follows the guidelines in Preservation Brief 2
- Replacement of non-original windows that were installed in the 1960s or later with windows that either match the configuration and proportions of historic windows, the current configuration, or have one-over-one sash.
- Installation or replacement of video surveillance cameras, fire alarm systems, and security systems on the condition that no trim or architectural features are altered.
- Repair and replacement-in-kind of ceilings.
- Elevator retrofits.
- Interior repainting

SHPO

If Applicable...

- cris.parks.ny.gov
- Okay to submit as Guest
- “Submit” tab--“Consultation Project”
- Takes about 30 days, could be longer if more info is requested
- Approval letter will be emailed to you

The screenshot shows the CRIS website interface. At the top, there is a navigation bar with 'HOME', 'SUBMIT', and 'SEARCH' buttons. Below this, a 'Submit' section is visible, containing a 'SIGN IN' button, a 'PROCEED AS GUEST' button, and a 'SIGN UP NOW' button. A text box below the buttons reads: 'The links below provide access to a series of "wizards" to help you complete a submission. Click the desired link below which will display a more detailed description of the process. I would like to submit a new project to SHPO in one of the following categories: Consultation Project, Independent Survey, Request for Evaluation of Eligibility, National Register Application.' Below this, there is a 'New Consultation' section with a 'New Project' button. The main form is titled 'Step 1: Contact Information' and contains several input fields for contact details, including 'Col. First Name', 'Last Name', 'Title', 'Organization', 'Address 1', 'Address 2', 'City', 'State', 'ZIP', 'Primary Phone', 'Alternate Phone', 'Fax', 'Email', and 'Confirm Email'. A note at the bottom of the form states: 'If there are one or more additional contacts for this project, please add the information for each additional contact person below.' and there is an 'Add Additional Contact' button.

Contractor quotes

- Watch the wording – avoid “repairs”
- Cover all aspects of your project
- Quotes should match budget
- **Implications of over- and under-budgeting**



Proposal and Contract

Prepared by JOHN LADENSKI

Ally Hall Memorial Library
21 86 Main Street
Chesham, NY 14227

This proposal is intended as of October 4, 2014 to the named owner by Big L Windows and Doors, 2127 William Street, Chesham, New York for work to be performed at the named location.

SCOPE: Furnish and install 17 Marvin Clear Ultimate Double-Hung Magnium windows as described in the following description:

Product Identification:

• Marvin Clear Ultimate Clear Ultimate Double-Hung Magnium windows. Factory finished. Leather Finish interior. Operate from exterior. 2000CFM. Storm, Leak & Air-tight. Energy Efficient. White with 5th and 6th seal. Inset. (Shutroom window will have obscure glass top and bottom sash).

• Installation: Remove the existing glass window. Remove the existing window sash and trim. Reinstall the existing frame which install the window sash window into the existing frame. Reinstall the existing sash and trim to function in the existing window opening with the proper joints. Seal the interior perimeter. CALL for interior and exterior as required.

• **TERMS:** The undersigned agrees to pay in accordance with the payment schedule set forth below, and hereby warrants that it has in the past and is now engaged in a business and is authorized to enter into contracts for the work. All work shall be done in accordance with the terms and conditions of the contract and shall be subject to the terms and conditions of the contract and shall be subject to the terms and conditions of the contract.

This contract is good for a period of 90 days and after expiration the contract may be extended at any time prior to expiration of the term business day.

Project Total: \$71,438.00 (plus \$25,000.00 to change sashes to solid Oak from Pine)
Deposit: \$22,000.00
Balance: \$49,438.00 balance at completion.

COMPLETE AGREEMENT: The foregoing is the complete agreement between named owner and Big L unless written amendment is made.

ACCEPTANCE: _____ DATE: _____

You will be notified ASAP as to the funding allocation decision

THE BOARD HOPES TO MAKE ALLOCATIONS DECISIONS BY THE END OF THE DAY JULY 28, AFTER WHICH ELI OR TOM WILL BE IN TOUCH TO LET YOU KNOW YOUR LIBRARY'S ALLOCATION.

What follows is for funded projects only

(YOU WILL NOT NEED TO DO THIS PRIOR TO THE JULY 28 PRESENTATION MEETING)

Navigating the online portal

The screenshot shows a web-based checklist for a grant application. The page title is "Checklist" and it includes a warning: "Warning: The due date (02/24/2018) for this application has expired. You may not submit a new application for this fiscal year." The checklist items are organized into sections: "Required Documents", "Required Forms", "Required Reports", and "Required Information". Each item has a status column with checkboxes and a "Download" link. A "Submit" button is visible at the bottom right of the checklist area.

Annotations on the screenshot include:

- A black arrow pointing to the "Checklist" link in the top navigation bar with the text: "Click on 'Checklist' to get back to this page".
- A black arrow pointing to the "Fill Out Online" button with the text: "Fill Out Online".
- A black arrow pointing to the "Print, complete, attach" button with the text: "Print, complete, attach".
- A black arrow pointing to the "Ignore the WMBE section if you see it" button with the text: "Ignore the WMBE section if you see it".
- A red hexagonal callout box with the text: "When you hit Submit, you will be locked out until we unlock it for you".

Checklist- Online Forms

- Budget
 - Purchased Services – Contractors go here
 - Supplies and Materials
 - Equipment
- Budget Narrative – Must be detailed enough that the reader understands where the \$ is going. This is a chance to demonstrate that you have done detailed planning.

Purchased Services		Supplies & Materials	Equipment
Service Type	Consultant/Vendor	Description	
Contractor	E.E. Austin	Renovate upper lobby and first floor toilet rooms, install new elevator and construct new teen area	
Cost*	AmtApproved	ExpSubmitted	ExpApproved
\$489,375	\$0	\$0	\$0
* Cost is the Cost of project for which funding is being requested			
Purchased Service (Code 40) Totals			
Cost*	Amount Approved	Expense Submitted	Expense Approved
\$489,375	\$0	\$0	\$0
Total for all Budget Categories			
Cost*	Amount Approved	Expense Submitted	Expense Approved
\$489,375	\$0	\$0	\$0

Checklist- Online Forms

- Additional Funding Sources
 - They are now being more strict about this! You can no longer say that you are going to apply for the matching grant– they want proof that you got the matching grant.
 - As such, if you plan to apply for grants to match, but have not yet, please don't use them in the Additional Funding Sources section.

Checklist- Online Forms

- Project Narrative and Impact
 - Should be as long/detailed as it needs to be to fully describe the project
 - Even simple projects should be longer than one paragraph
 - This is your chance to demonstrate that there has been thought and detailed planning put into the development of the project
 - More complex projects should have longer narratives than simple projects
 - Be careful with your wording – no regular maintenance!

Checklist- Assurances

- Check first 3 boxes
...AND check the 4th box if you lease your building.

ASSURANCES: Public Library Construction Grant Program

The applicant hereby gives assurances of the following (check all boxes that apply):

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10th years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the _____ Library at a legal meeting on _____, 2016.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

Checklist-Short Environmental Assessment



- Note-- It is no longer “short”
- A Google Map will suffice for the map requirement
- Hopefully you will be able to say “no impact”
- Please be thorough, direct, brief with answers
- Use Long Form only if necessary
- Short Form comes in 3 parts, but only 2 documents!

Checklist-Smart Growth form

- Enter Project Number
- Be thorough, brief, and to the point– no need to give a long Justification but don't skip it

Checklist- Photographs

- Smart use of photographs can help you build a case
- Paste photos into word and convert to a pdf, or upload jpegs directly
- Anything you mention in the narrative should correlate to a photograph illustrating the problem/solution or opportunity for improvement



Floor of building showing upper windows. It is the upper portion of the rear exterior that is in critical need of rehabilitation due to rusting steel beams.



Front of Patterson Library

Checklist- FS 10 Form

- Print and send to Eli three copies signed in Blue Ink!
- Do NOT fill in \$ amounts, just sign!

The image shows three copies of the FS-10 Form, which is a budget summary and certification document. Each copy has a blue arrow pointing to the signature line, indicating where to sign. The form includes sections for 'BUDGET SUMMARY', 'CHIEF ADMINISTRATOR'S CERTIFICATION', and 'FOR DEPARTMENT USE ONLY'. The signature line is labeled 'SIGN HERE (THIS IS YOUR SIGNATURE)'. The form also includes fields for 'Project #', 'Program', and 'Fiscal Year'.

Checklist- Payee Info Form

- *“NOTE: Despite what is indicated on the Payee Information Form instructions, a substitute W-9 Form must be completed by all construction applicants, and it should be sent to your public library system, not directly to the State.”*
- Print, sign, and send to Eli.
- You do not need to provide a SAM or Duns number this year.

NEW YORK STATE EDUCATION DEPARTMENT
W-9S SUBSTITUTE FORM W-9
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

PLEASE USE ONLY INFORMATION NEARLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Payee Information/Organization Information

Agency Name: _____

Agency ID: _____

Part II: PAYEE INFORMATION

In order to receive funds from the NYS Education Department, ALL SECTIONS of the Payee Information Form, ONE of the REQUIRED Subsections, BE 2.3 Party (required only if your agency does not have a NYS Vendor Identification Number) will need to be completed and returned with original attachments to the Education Department program office to which your agency's grant application was sent.

Please print or type. All information.

Section I: Institution Identifying Information

Agency Name (Print) _____ (Typed Print/Name & Postal Address)

Federal Employer Identification Number (FEIN): _____

NYS Vendor Identification Number:*** _____

Federal System for Award Management (SAM) - Is your Agency Registered? (Please note that your agency MUST be registered in SAM or must maintain a CURRENT registration in order to be awarded/funded.)

Yes, then provide the following:

(1) Expiration Date on SAM: _____

(2) Data Universal Numbering System (DUNS) Number used to register: _____

No

*** If you do not know your agency's NYS Vendor Identification Number, follow the specific instructions under Section II(C).

Section II: Agency Profile

1. This agency is a (check one) Non-Profit Organization For Profit Organization

2. This agency is a (check one) Section 501(c)(3) Non-Profit Organization Non-Profit Organization

3. Is this agency chartered or incorporated by the New York State Board of Regents? (check one) Yes No

Section III: Certification

I hereby certify that the information furnished is to the best of my knowledge both accurate and true.

Chief Administrative Agency Official/Authorized Designee (Please Print) _____

Title _____

Signature: Chief Administrative Agency Official/Authorized Designee _____ Date _____

Construction
2018 - 2021

Questions?

Contact Eli: eguinnee@cclslib.org

- Email is best for tracking purposes
- Eli will call by phone if something needs to be discussed

