

Grant Program Period

July 1, 2017 → June 30, 2020

Timeline

- **May 19:** Construction Needs Memo Due
- **June** (TBD): Online Application Available
- **June-August:** Technical Assistance via MHLS
- **August** (TBD): Grant Application Deadline
- **September 13:** MHLS Board Recommendations Approved
- **October** (TBD): System Due Date to DLD
- **June 2018:** Notification of Award from State Library
- **July 2018:** 90% of award paid out to your library

This is a **competitive** grant program.



available online

<http://midhudson.org/nysconstructiongrant/>

Eligible & Ineligible Costs

NYCRR Title 8 – Education §90.12*

Eligible Costs

Site Acquisition

Purchase of vacant land or an existing building to be used for library purposes.

New Construction

- New library building
- Addition to existing library building
- Demolition and Site Preparation

Eligible... continued

Renovation / Rehabilitation

- Installation of photovoltaic panels, geothermal wells, and other alternative energy resources
- Replacement of roofs, windows, and doors
- Reconstruction of existing space
- Accessible entryways (ramps & doorways) and bathrooms
- Installation of elevators
- New electrical, plumbing, lighting, and HVAC
- New driveways, sidewalks, and parking lots
- New furniture, equipment, and shelving *for new or newly reconfigured space*

Eligible... continued

- Emergency Generators
- Outdoor Signage
- Supervision/management of the construction, renovation, or rehabilitation
- Bring fiber (broadband) to the building

Not Eligible

- "Routine Maintenance"
- Architectural and Engineering firm fees
- Building Consultant Studies
- Interest or Carrying Charges on bonds financing the project
- Mortgage payments
- Purchase of books or other library materials
- Landscaping

MHLS Funding Priorities

Project must be **part of a board-approved, long-range plan or a prioritized facility plan** which is reported to MHLS through the *Construction Needs Action Memo*

Sample Facility Plan Outline:
<http://midhudson.org/mysconstructiongrant/>

Provide for at least one of the following

- An increase in services
- An increase in access
- Energy conservation
- Disaster Recovery
- Leadership in Sustainable Design

Full explanation of each priority:
<http://midhudson.org/mysconstructiongrant/>



MHLS "Useful life energy conservation standards":
<http://midhudson.org/mysconstructiongrant/>

Disaster Recovery

“...substantial loss of access to library services due to a low probability-high consequence event(s)...”

Within the grant narrative the library must adequately describe:

- a) length of forewarning;
- b) magnitude of impact; and
- c) duration of impact, meaning lack of access by the public to library services

Leadership in Sustainable Design



Be Strategic:

To be successful you **must** cross-reference

- ➔MHLS Funding Priorities
- ➔Eligible Costs

Matching Funds Available

- Up to 50% of total project approved costs
- or**
- Up to 75% if your library meets the MHLS criteria for serving an “economically disadvantaged community”

MHLS Economically Disadvantaged Community Definition:
<http://midhudson.org/myconstructiongrant/>

Economically Disadvantaged Community

(1) a political subdivision within which **15 percent** or more of the population is living in poverty as shown on the latest federal census.

(2) a public school district within which the percentage of student enrollment that is eligible for free and reduced lunch under the national school lunch program is **40 percent** or more for at least one month during the twelve months prior to the date of filing of the grant application.

(3) a political subdivision within which **10 percent** or more of the population is living in poverty and a public school district within which the percentage of student enrollment that is eligible for free and reduced lunch under the national school lunch program is **30 percent** or more.

Matching Funds Reality Check

- 1) Regardless of the recommended award amount, *which could be less than 50%*, you will need to match the remainder of the project costs.
- 2) If successful, you will be given the opportunity to decide whether or not to proceed once you learn the recommended award amount.

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Grant Program Period

- **July 1, 2017 → June 30, 2020**
- Only expenditures made **after July 1, 2017** are eligible for reimbursement under this program
- Expenditures made between **January 1 – June 30, 2017**, may count as part of the total project cost and can serve as matching funds.
- No expenditures made **prior to January 1, 2017** may be included.

Application Checklist:

- Application form
- Narrative that includes: abstract, description, impact statement, timetable, budget narrative
- Contractor quote documents (on their letterhead PDF)
- Certification of available funds to finance project (signed PDF)
- Additional Funding Sources
- Certification of required minimum lease/legal agreement and project approval from building owner (if required) (signed PDF)
- Office of Facilities Planning approval (if building is owned by a school district and project total cost is over \$10,000) (signed PDF)
- SHPO approval documentation (if applicable) (signed PDF)
- Short environmental assessment form (signed PDF) / Long environmental assessment form (if required) (signed PDF)
- Smart Growth form (signed PDF)
- IS-10 form
- Payee Information Form & Substitute W-9
- Photographs
- Assurances (signed PDF)

Things to do now:

- **Project Bid / Quote Figures** (you may not use architect's estimates)
- Is your building more than 50 years old? State Historic Preservation Office (**SHPO**) **approval***: they have 30 days to respond to you.
- **Energy Audit**
- Register for **NYS Directory Service Account***
- Don't have a **NYS Vendor ID***? Get one.
- "Before" **photos**

*<http://midhudson.org/nysconstructiongrant/>

*Resources

Please visit <http://midhudson.org/nysconstructiongrant/>

- How to register for a NYS Directory Service Account
- FEIN & SED Vendor Number information
- State Historic Preservation Office (SHPO) Approval Documentation
- MHLS Board Priorities for Funding
- MHLS Definition of an "economically disadvantaged community"
- *and more...*

Technical Assistance from MHLS

- Hands-on workshop
- One-on-One consultations



Contact Info

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