State Aid for Public Library Construction Grant

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State Aid for Public Library Construction

• Bonded through the Dormitory Authority of New York State (DASNY)

• Administered by the NYS Division of Library Development (DLD) through the 23 public library systems as per NYCRR Title 8 – Education §90.12

• MHLS allotment: TBD once the NYS budget is passed

• Minimum grant award: $2,500 (total project cost must be at least $5,000)
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.
NYCRR Title 8 – Education §90.12a

Eligible Costs

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

- New Construction
  - 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/nysconstructiongrant/](http://midhudson.org/nysconstructiongrant/)

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/nysconstructiongrant/](http://midhudson.org/nysconstructiongrant/)

MHLS "Useful Life energy conservation standards": [http://midhudson.org/nysconstructiongrant/](http://midhudson.org/nysconstructiongrant/)
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/nysconstructiongrant

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)
- Additions to building
- Certification of required lease and project approval from building owner
- SHPO approval documentation (if applicable) (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)
- Smart Growth form (signed .PDF)
- FS 10 form
- SHPO approval documentation (if applicable) (signed .PDF)
- 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

*https://midhudson.org/nysconstructiongrant/

Resources

- 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**