

Applying for Funds: State Aid for Library Construction Program



April 2018

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**
- **\$34 million** statewide; MHLS portion: TBD
- **Minimum grant award: \$2,500** (total project cost must be at least \$5,000)

Grant Program Period

July 1, 2018 → June 30, 2021

Timeline

- **May 25:** Construction Needs/Intent to Apply Memo Due
- **June 1:** Online Application Available
- **June-August:** Technical Assistance via MHLS
- **August 3:** Grant Application Deadline
- **September 12:** MHLS Board Recommendations Approved
- **October 1:** System Due Date to DLD
- **June 2019:** Notification of Award from State Library
- **July 2019:** 90% of award paid out to your library

Step 1: MHLS Action Memo

- **Part 1: Construction Needs**
 - Top Three + estimated costs
 - Submit board approved facility plan
- **Part 2: Intent to Apply**
 - Checklist to help you ensure that what you'd like to apply for and your current planning match up with the grant requirements

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
- Assistive listening devices and systems for the deaf/hearing impaired
- Supervision/management of the construction, renovation, or rehabilitation
- Bring fiber (broadband) to the building

Eligible... NEW!

"Architectural and engineering plans for **locally approved** new or ongoing projects"

Not Eligible

- "Routine Maintenance"
- Speculative 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, prioritized facility plan** which is reported to MHLS through the *Construction Needs Action Memo*

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

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/myconstructiongrant/>



Level 2 ASHRAE Energy Audit
conducted within the past five years



MHLS "Useful life energy conservation standards"
<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

- Eligible Costs
- MHLS Funding Priorities

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, 2018 → June 30, 2021**
- Only expenditures made **after July 1, 2018** are eligible for reimbursement under this program
- Expenditures made between **January 1 – June 30, 2018**, may count as part of the total project cost and can serve as matching funds.
- No expenditures made **prior to January 1, 2018** 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 leases/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)
- FS-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

- Workshop Tuesday, June 19
- One-on-One consultations: July



Contact Info

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