

# An Introduction: State Aid for Library Construction Program



April 2019

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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**
- **\$14 million** statewide; MHLS portion: **\$525,545**
- **Minimum grant award: \$2,500** (total project cost must be at least \$5,000)

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# Grant Program Period

**July 1, 2019 → June 30, 2022**

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## Timeline

- **May 31:** Construction Needs/Intent to Apply Memo Due
- **“Early June”:** Online Application Available
- **June 27:** Technical Assistance Workshop @MHLS
- **June-August:** Technical Assistance via MHLS
- **August 2:** Grant Application Deadline
- **September 18:** MHLS Board Recommendations Approved
- **October 1:** System Due Date to DLD
- **June-July 2020:** Notification of Award from State Library
- **July-August 2020:** 90% of award paid out to your library

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# Step 1: MHLS Action Memo

- **Part 1: Construction Needs**

- Top Three + estimated costs
- Submit board approved facility plan

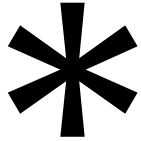
- **Part 2: Intent to Apply**

- Checklist to help you ensure that what you'd like to apply for and your current planning match up with the grant requirements

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This is a **competitive** grant program.

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available online

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

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## Eligible & Ineligible Costs

**NYCRR Title 8 – Education §90.12\***

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# 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

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# 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

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## 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

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## Eligible... *NEW!*

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

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# 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

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# 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/nysconstructiongrant/>

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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/>

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Level 2 ASHRAE Energy Audit  
conducted within the past five years



MHLS "Useful life energy conservation standards"

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

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# New for 2019

Participating in the **Sustainable Library Certification Program?**

Your library is eligible for the Energy Conservation point.



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## 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

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# Leadership in Sustainable Design



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## Be Strategic:

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

- ➔ Eligible Costs
- ➔ MHLS Funding Priorities

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# 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/>

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## 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.

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# 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, 2019 → June 30, 2022**
- Only expenditures made **after July 1, 2019** are eligible for reimbursement under this program
- Expenditures made between **January 1 – June 30, 2019**, may count as part of the total project cost and can serve as matching funds.
- No expenditures made **prior to January 1, 2019** may be included.

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# 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)
- FS-10 form
- Payee Information Form & Substitute W-9
- Photographs
- Assurances (signed .PDF)

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## Done or Almost Done:

- **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/>

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## \*Resources

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

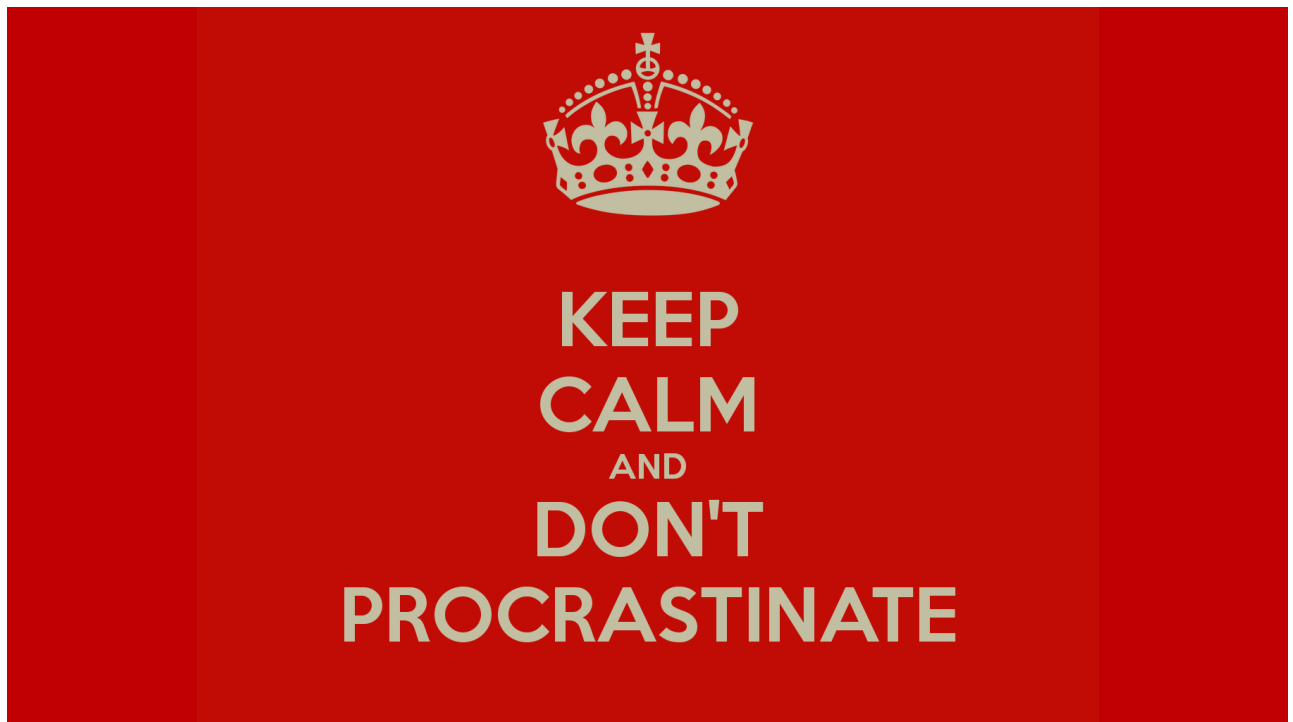
- How to register for a NYS Directory Service Account
- FEIN & SED Vendor Number information
- State Historic Preservation Office (SHPO) Approval Documentation
- MHLS Board Priorities for Funding
- MHLS Definition of an "economically disadvantaged community"
- *and more...*

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# Technical Assistance

- Workshop: Thursday, June 27<sup>th</sup> @MHLS
- “Office Hours”:
  - April 23: 1:00 – 4:00pm
  - May 9: 12:00 – 3:00pm
  - May 22: 10:00am – 1:00pm
  - July 9: 10:00am – 1:00pm
  - July 18: 10:00am – 1:00pm
  - July 25: 10:00am – 1:00pm

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Contact Info

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