

Construction Grant Technical Assistance Workshop



Casey Conlin, MHLS Library Sustainability Coordinator | June 2020



<https://bit.ly/3hr6k0o>

- ✓ Grant program introduction
- ✓ What is eligible
- ✓ What is not eligible
- ✓ MHLS Funding Priorities
- ✓ *"Economically Disadvantaged Community"* defined
- ✓ Matching funds explained
- ✓ Matching funds "reality check"
- ✓ Timeline

midhudson.org/construction


2020-2021 Grant Cycle

- The Grant Application Portal is NOT yet open.
- For background information and questions about the State Aid for Library Construction:
 - Division of Library Development's State Aid for Library Construction web page
 - DLD's State Aid for Library Construction Frequently Asked Questions
 - DLD's State Aid for Library Construction: Guidelines and Instructions
 - MHLS State Aid for Library Construction Introductory Webinar
- Accessing the grant application:
 - The link to the application portal will be available at: <https://eservices.nysed.gov/ldgrants/>
 - Register for a **NYS Directory Service Account** (necessary to access the online application)
 - Please note that portal passwords expire periodically and may need to be reset. For username/password questions or help with login, please contact LibDevGrants@nysed.gov
- Checklist for Application (**short checklist document available here**)
 - Application Form
 - This form is completed online in the application portal, which can be accessed here: <https://eservices.nysed.gov/ldgrants/>
 - Includes information on:
 - Building address
 - Building where project is taking place
 - Building ownership
 - Library site ownership
 - Building built date and physical dimensions
 - Construction projection information
 - Library Director contact information
 - Additional person contact information
 - Project scope (new construction, expansion, etc.)
 - Project Costs
 - Requested aid funds
 - Information about bonds for project
 - Project timeframe for start and completion
 - Project Narratives



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“Online Grant System”

- 
- 1) Log-in with a NYS Directory Service Account
 - 2) Fill Out Online Application
 - 3) Upload Attachments
 - 4) *[if successful]* Submit Final Report

Application Checklist

Application Checklist		
Project Number	0386 -21 -8997	Completed
Application Form (required)		<input type="checkbox"/>
Additional Funding Sources (required)		<input type="checkbox"/>
Project Narratives (required)		<input type="checkbox"/>
Budget (required)		<input type="checkbox"/>
FS-10 Forms (required) (3 original forms signed in blue ink and mailed to your PLS)		<input type="checkbox"/>
Payee Information Form (required) (1 original form signed in blue ink and mailed to your PLS)		<input type="checkbox"/>
NYSED Substitute W-9 Form (required) (1 original form signed in blue ink and mailed to your PLS)		
Attachments (required) All attachment files should be correctly identified and uploaded right-side-up.		
Assurances (required)		<input type="checkbox"/>
Certificate/Proof of Available Funds to Finance Project (required)		<input type="checkbox"/>
Short (or Full) Environmental Assessment Form (required)		<input type="checkbox"/>
Pre-Construction Building Photographs (required)		<input type="checkbox"/>
Smart Growth Form (required)		<input type="checkbox"/>
Certificate of 10 year minimum lease/legal agreement and project approval from building owner (if building/site is leased or otherwise legally available)		<input type="checkbox"/>
Office of Facilities Planning approval (if building is owned by school district and project over \$10,000)		<input type="checkbox"/>
State Historic Preservation Office (SHPO) Approval Documentation (if project meets SHPO requirements)		<input type="checkbox"/>
Vendor quotes, cost estimates		
Municipal Consent for Site/Building Acquisition Projects (optional)		

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Vendor quotes, cost estimates		
Municipal Consent for Site/Building Acquisition Projects (optional)		

Application Checklist

<https://bit.ly/3fxAnlp>

2020 Construction Grant Application Checklist

- Application form, filed online
- Narrative, filed online, that includes:
 - o Abstract
 - o Description
 - o **impact statement**
 - If applicable, justification that the library is eligible for the reduced match
 - o Timetable
 - o Budget narrative
- Contractor quote documents uploaded (on contractor letterhead)
- Certification of available funds to finance project, uploaded
- Additional Funding Sources, filed online
- Bond paperwork, uploaded (**if applicable**)
- Certification of required minimum lease/legal agreement and project approval from building owner, uploaded (**if applicable**)
- Office of Facilities Planning approval, uploaded (**if applicable**)
- SHPO approval documentation, uploaded or filed online (**if applicable**) (either a citation from Appendix A or a PDF of their approval letter)
- Municipal consent for acquisition projects (**if applicable**)
- Short Environmental Assessment Form (**all three parts + map**) (signed in blue ink)
- Smart Growth Form (signed in blue ink)
- FS-10 Form (3 **hard copies**, signed in blue ink **with project costs left blank** sent to Casey)
- Payee Information Form & Substitute W-9 (1 **hard copy of each**, signed in blue ink sent to Casey)
- Photographs (pre-project; uploaded)
- Assurances, uploaded (signed in blue ink)

Application Form

Library or System Name:	Mid-Hudson Library System
SEDREF Institution ID:	800000053308
Mailing Address:	103 Market St
Address:	
City, State, Zip:	Poughkeepsie NY 12601 4028
County:	Dutchess
Director of Institution:	Rebekkah Smith Aldrich
Title:	Library Director
Email:	rsmith@midhudson.org
State Judicial District: 9	State Assembly Districts: 106 104
State Senate Districts: 41 46	State Congressional Districts: 18 19
FEIN #: 141458489	School District: Poughkeepsie City Sd
Public Library System:	Mid-Hudson Library System

If pre-filled: The institutional information listed in your application is pulled from the SEDREF database.

If your institutional or director information is incorrect, please contact: ldconstruction@nysed.gov

NYS Judicial Districts:

3rd: Columbia, Greene & Ulster

9th: Dutchess & Putnam

***Building Information** - Provide the following information for the building (existing or proposed) or site that is the subject of this application. In most cases, this will be the legal name of the library.

*Building Name	<input type="text"/>
*Street Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>
*Zip Code	<input type="text"/>
*Building Type	
<input type="radio"/> Main Library	<input type="radio"/> Branch Library
<input type="radio"/> System Headquarters	<input type="radio"/> Other

Library building is or will be accessible to persons with disabilities:

*Physical access	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Program access	<input type="radio"/> Yes <input checked="" type="radio"/> No

***Library building is:**

<input type="radio"/> Owned by applicant
<input type="radio"/> Leased by applicant with a minimum of 10 years lease term from the date of anticipated completion
<input type="radio"/> Otherwise legally available (i.e., located in a municipal building)

***Library site is:**

<input type="radio"/> Owned by applicant
<input type="radio"/> Leased by applicant with a minimum of 10 years lease term from the date of anticipated completion
<input type="radio"/> Otherwise legally available (i.e., located in a municipal building)

*Year of initial construction of library building (yyyy)	<input type="text"/>
*Number of floors	<input type="text"/>
*Square footage of building	<input type="text"/>
*The building is designated a historic landmark	<input type="radio"/> Yes <input checked="" type="radio"/> No
*The building is in a historic district	<input type="radio"/> Yes <input checked="" type="radio"/> No
*The building is over 50 years old	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Does your Project involve ground disturbance?	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Certification of 10 Year Minimum Lease



A letter from the owner that:

- Certifies the lease agreement will be **in effect for 10 years *after* the completion of the project**
- States a **full awareness of (and agreement with) the planned project**
- States that **they have the legal authority** to approve improvements to the space
- Certifies the building is **open to the public**

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50+ Years Old (Built in 1970!)?



“**Attachment A**” Citation Available? (bit.ly/2ADpYWD)

- If yes, great! Cut and paste it into the application form.
- If no, you’ve got a few more steps to go:
 - **Apply online** for State Historic Preservation Office (SHPO) Approval
 - SHPO has 30 days to respond

Related attachment: SHPO exemption citation, confirmation or approval letter - <https://bit.ly/2ADpYWD>

Project Details

*Project Title

Construction Project Manager (must be Library Staff or Board Member)

*First Name

*Last Name

*Phone (### ### ####)

Phone Extension

*E-mail

Library Director

*First Name

*Last Name

*Phone (### ### ####)

Phone Extension

*Email

Additional Contact Person

If the Project Manager and the Library Director are the same person, please add contact information for a second person to receive important messages from Library Development about the project.

*First Name

*Last Name

*Phone (### ### ####)

Phone Extension

*Email

*Construction project application is for (select all that apply):

 New Construction Building Expansion Site Acquisition Renovation/Rehabilitation Energy Conservation Accessibility Safety Broadband

Will the library's completed project require a local Certificate of Occupancy?

 Yes No

Project Details

*Project Title

Construction Project Manager (must be Library Staff or Board Member)

*First Name

*Last Name

*Phone (### ### ####)

Phone Extension

*E-mail

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Phone Extension

*Email

***Construction project application is for** (select all that apply):

New Construction Energy Conservation

Building Expansion Accessibility

Site Acquisition Safety

Renovation/Rehabilitation Broadband

Will the library's completed project require a local Certificate of Occupancy? Yes No

Estimated Project Costs

***Estimated Project Costs** (also see Project Budget)

a. Total Project Cost (\$)

NOTE: If the project for which funding is being requested (b) is part of a larger comprehensive project, list the Total Project Cost of the larger project in "a". If the project for which funding is being requested (b) is not part of a larger project, "a" will equal "b".

b. Cost of Project for Which Funding is Being Requested

NOTE: This system will populate this field with the total 'Cost' of all budget records entered on the Project Budget pages.

\$0

c. Amount of Public Library Construction Funds requested for this Project (cannot be more than 50% of the amount in question b or 75% or 90% if you qualify for the Reduced Match.) Note: Contact your System regarding eligibility for reduced match.

75% Maximum Request: \$0

90% Maximum Request: \$0

d. This project is or was funded, in whole or in part by funds secured through the issuance of tax exempt bonds, bond anticipation notes, or revenue anticipation notes.

Yes No

Start / Completion Dates

3-year period **starting July 1, 2020; ending June 30, 2023***

*Timeframe (mm/dd/yyyy) (Project cannot be completed before application date due to your system.)

*This project is expected to start on or before

*This project was/will be started on and is not complete at the time of this application.

(NOTE: If the project has not started yet, the start date above should be the same as the expected start date from question 1).

*This project is expected to be completed by (Project cannot be completed before application date due to your system.)

*You may request an extension to **June 30, 2023** in your 2022 progress report

Projects funded through a bond, BAN, RAN, etc.

- Provide a detailed breakdown of **all** project costs regardless of whether or not they will be funded with grant proceeds. Indicate which costs are related to aid amounts.
- Provide the total dollar amount that is being bonded for the project.
- If BANS are issued a letter is required asserting that at the time BANS are converted to Bonds, the Bond issued for the project will be in an amount not to exceed the total cost of the project minus the aid.

Keep in mind that since the Public Library Construction grants are funded with tax exempt bonds the only portion of the project that can be funded with bonds is the total cost of the project *minus* the amount of the grant award that is being requested.




[Related attachments](#)

Additional Funding Sources


List all funding sources that contribute to this construction project.

Fund Source	Description	Amount
NYSED - State Education Department		
NYSOFT - State Office for Technology		
Special Legislative Grants (member items)		
Private Funding/ Private Donations		
USDA - US Department of Agriculture		
RUS - Rural Utilities Service		
Library Capital Funds		
Public Library System Funds		
NYSERDA- State Energy Research & Development Authority		
Other		
Library Operating Funds		

Project Narrative

- Project Abstract (*150 characters*) 
- Description of Project (What you are doing) 
- Impact of Project (Why you are doing it*)** 
- Timetable
- Budget Narrative

Narrative: Impact of Project



The review committee will read exactly what you write.

1. How does this relate to **your board-approved, prioritized facility plan?**
2. Which of the **MHLS Funding Priorities** does your project address?
Clearly address all that apply.
3. If applicable, **justification for claiming the “economically disadvantaged community”** reduced match option.

Narrative: Impact of Project

<https://bit.ly/2zNarTG>

Narrative: Impact of Project Outline Worksheet

1. How does this project relate to your board-approved, prioritized facility plan filed with MHLS?

2. Which of the MHLS Funding Priorities does your project address? Check all that apply.

- An increase in services** through an increase in usable public space or increased staff efficiencies (e.g., new buildings, additions to current buildings, renovation of existing areas for new uses); and/or
- An increase in access** (e.g., compliance with the [Americans with Disabilities Act \(ADA\)](#); improved broadband; optimization of a space to bring in a new or underserved population; creation of climate controlled space to ensure access to historically relevant materials); and/or
- Energy conservation in the context of a professional's recommendations or with an [historic preservation element](#)**. For the purposes of the MHLS board's ranking, a "professional's recommendation" will, at least, include the results of a Level 2 ASHRAE Energy Audit or comparable energy study which includes a comprehensive walk through of the facility, site staff interviews, utility bill analysis, fuel neutral, unbiased evaluation of potential low-cost/no-cost and capital improvement energy efficiency upgrades, and an energy study report that outlines potential energy and cost savings opportunities for your facility that has been conducted within the past five years. Libraries enrolled in the New York Library Association's Sustainable Library Certification Program will also be eligible for this point. Libraries are expected to comply with the ENERGY STAR standards detailed in the [MHLS 'Useful life energy conservation standards'](#) for the purposes of this grant; and/or
- Disaster recovery** in the context of a substantial loss of access to library services due to a low probability-high consequence event(s) (e.g., fire, flood). This will apply to libraries: (1) located within a declared state or federal disaster area, or (2) not located within a declared disaster area if sufficient evidence documents a low probability-high consequence event resulted in substantial loss of access to library services. 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; and/or
- Leadership in sustainable design** in the context of pursuit of certification through the [Leadership in Energy and Environmental Design program \(LEED\)](#); [Green Globes](#); [Living Building Challenge](#); [Energy Star](#); [Net Zero Energy Building Certification](#) and/or [Passive House](#).

3. How does your project relate to the funding priorities you have checked in #2? Provide at least one paragraph per funding priority checked above in your narrative to clearly address how your project addresses the priority.

Project Budget

- **Purchased Services** (Code 40)
 - Consultant Services or Contracted Services
- **Supplies & Materials** (Code 45)
 - Do not include supplies to be purchased by your contractor/vendor
- **Equipment Expenses** (Code 20)
 - Any equipment that has a unit cost of \$5,000 or more

Tip: fill in actual cost, not grant request amount

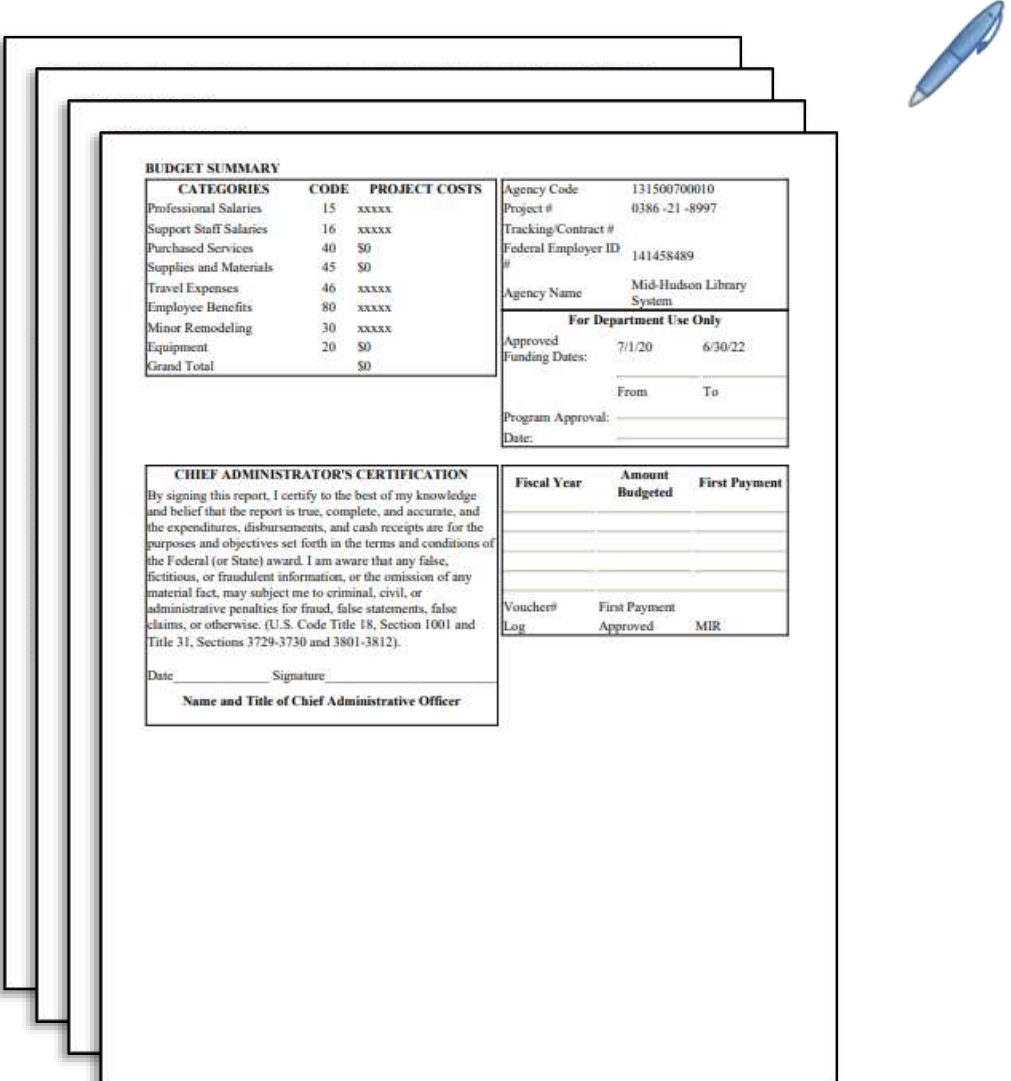
Hard Copies



- **FS-10 Form**
- **Substitute W-9 & Payee Information Form**

FS-10 Form

- single sheets
- not back-to-back
- back page facing out



BUDGET SUMMARY

CATEGORIES	CODE	PROJECT COSTS
Professional Salaries	15	xxxxx
Support Staff Salaries	16	xxxxx
Purchased Services	40	\$0
Supplies and Materials	45	\$0
Travel Expenses	46	xxxxx
Employee Benefits	80	xxxxx
Minor Remodeling	30	xxxxx
Equipment	20	\$0
Grand Total		\$0

Agency Code: 131500700010
Project #: 0386 -21 -8997
Tracking/Contract #
Federal Employer ID #: 141458489
Agency Name: Mid-Hudson Library System

For Department Use Only

Approved Funding Dates: 7/1/20 To 6/30/22
From To
Program Approval: _____
Date: _____

CHIEF ADMINISTRATOR'S CERTIFICATION
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date: _____ Signature: _____
Name and Title of Chief Administrative Officer

Fiscal Year	Amount Budgeted	First Payment

Voucher# _____ First Payment Approved _____
Log _____ MIR _____


NOT submitted online.

Send three copies to Casey via the MHLS DELivery with original signatures in **blue ink**.

FS-10 Form

Complete:

- Date
- Signature
- Name & Title



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CATEGORIES	CODE	PROJECT COSTS
Professional Salaries	15	XXXXX
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For Department Use Only		
Approved	7/1/20	6/30/22
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Program Approval:		
Date:		

Fiscal Year	Amount Budgeted	First Payment

Voucher#	First Payment	
Log	Approved	MIR

CHIEF ADMINISTRATOR'S CERTIFICATION
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date _____ Signature _____

Name and Title of Chief Administrative Officer


NOT submitted online.

Send three copies to Casey via the MHLS DELIVERY with original signatures in **blue ink**.

FS-10 Form

Complete:

- Date
- Signature
- Name & Title



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Date:		

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Log	Approved	MIR

CHIEF ADMINISTRATOR'S CERTIFICATION
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Date _____ Signature _____

Name and Title of Chief Administrative Officer

NOT submitted online.

Send three copies to Casey via the MHLS DELIVERY with original signatures in **blue ink**.

When signing a form...



FS-10 Form

**MUST BE SIGNED IN
BLUE INK!!!**

(yes, all 3 copies!)

Payee Information Form & W-9



- You *MUST* have your own FEIN and Vendor number at the time of application.
- Despite what is indicated in the Payee Information Form instructions, a **substitute W-9 Form must be completed by all construction applicants.**

NOT submitted online. Send one copy to Casey with original signatures in **blue ink.**

When signing a form...



Payee Info Form

**MUST BE SIGNED IN
BLUE INK!!!**

Attachments



- **Assurances**
- **Certification of Available Funds**
- **Short Environmental Assessment Form (SEAF)**
- **Smart Growth Form**
- **Pre-project Photos**
- **Contractor Quotes**

Assurances

***Must be signed by the Board President**

ASSURANCES: State Aid for Library Construction 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 the date of the 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 has been met.
 - The project will be conducted in accordance with all applicable Federal, State and local laws and regulations.
 - For any project involving the acquisition of real estate (vacant land or land and a building), the applicant certifies the following:
 - The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
 - The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
 - State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
 - Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraiser in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.
 - The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.
- OR**
- 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 10 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.



State and Municipal Facilities Program
of the State Aid for Library
described within this project application.

Grant money is being used to fund
separate from the one described in
used as match funding for this project

costs to be funded with award proceeds
may not be used to pay for, including

it was originally interim short-term
(year)

warranty customarily provided with such

ceiling tiles and window treatments,
floor and ceiling tiles or window
part of a substantial renovation of the

finance or training fees

accompanying documents for a public
in accordance with the requirements of
§90.12 was read and duly adopted by

Library at a legal meeting on

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____

Assurances



Check All That Apply

- For any project involving the acquisition of real estate (vacant land or land and a building), the applicant certifies the following:
 - The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
 - The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
 - State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
 - Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraiser in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

Assurances



Select One

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.
- OR**
- 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 10 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.

Assurances



All Libraries Check the First Option
***Additionally Libraries with SAM Funding Select Second Option**

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law 273-a] project described within this project application.
- OR**
- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

When signing a form...



Assurances Form
**MUST BE SIGNED IN
BLUE INK!!!**



Certification of Available Funds to Finance Project

- Bank Statement
- Proof of Bond: *tax exempt bonds, bond anticipation notes, revenue anticipation notes, or similar form of obligation.*
(See instructions for required attachments).
- Legislative Member Item
- Letter on official letterhead signed by Board Official
- Other



"...stipulates that the availability of funds to pay for the cost of the project, minus the amount awarded through the Construction Grant Program must be verified as part of the application."

Can you finish the project if you receive less than you have requested?



Environmental Assessment Form (SEAF)

Part 1: Project Information

- Signature

Part 2: Impact Assessment

Part 3: Determination of Significance

- Check one box
- Signature

Part 4: Map of project location

For help, check out the

DEC's EAF Workbooks linked at midhudson.org/construction

Will the Full Environmental Assessment Form apply? If yes, keep going!

Related attachment: ALL PARTS of the SEAF



Smart Growth Form

1. Check at least one box
2. Fill in justification
3. Sign



Municipal Consent Attachment

If a library is **purchasing property (land or a building)**, then the application requires a statement from the local municipality that the property is “zoned” for library use, expansion, new building or parking lot.

Pre-project Photos



Contractor Quotes



The Approval Process

Applications are evaluated on:

Project Eligibility

Completeness of Application

How well your project matches the MHLS Board's identified priorities:

Part of an overall board-approved facility plan

Hits one or more of the following:

Increase in usable space

Increased accessibility

Energy conservation (based on a professional's recommendation)

Disaster Recovery

Innovation in Sustainable Design

System Evaluation Form = “Cheat Sheet”

Listed below are the criteria and requirements extracted from Commissioner's Regulations § 90.12		
90.12 (b)(2)	1	How will this project assist the applicant to provide more effective service within the system's standards of organization and service?
90.12 (c)(1)	2	When this project is completed, will adequate operating support and resources be available to sustain an improved level of service?
90.12 (c)(2)	3	Is total cost of the project, minus the grant award amount, available?
90.12 (c)(2)	4	Can this project be under contract to start within 180 days of project funding approval?
90.12 (c)(2)	5	Can this project be completed promptly in accordance with the application?
90.12 (c)(3) (c) (5)	6	Is the project being conducted in accordance with all applicable laws and are required competitive bidding procedures being followed?
90.12 (d)(1)	7	Will this project increase and improve building space and capacity?
90.12 (d)(1) (d) (3)	8	Will the project result in new library programs and increased user accommodations including access by individuals with disabilities?
90.12 (d)(2)	9	Will the project result in such economies as increased energy conservation and greater operational efficiency?
90.12 (d)(4)	10	Will the project extend library service in communities that are geographically isolated?

Timeline

- **June 12:** Online Application Available
- **May-August:** Technical Assistance via MHLS
 - **June 18 :** Technical Assistance Workshop
 - **May-July:** Office Hours
- **August 7:** Grant Application Deadline
- **September 16:** MHLS Board Recommendations Approved
- **Early October:** System Due Date to DLD
- **June 2021:** Notification of Award from State Library
- **July 2021:** 90% of award paid out to your library

Timeline

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Support

- **State Library Web Site:** <http://www.nysl.nysed.gov/libdev/construc/index.html>
 - Grant Program Guidelines and Instructions
 - Frequently Asked Questions
 - Checklist
- **MHLS**
 - **MHLS Support Page:** midhudson.org/construction
 - **Office Hours** (One-on-One support – by phone or online): mid-hudson.evanced.info/signup/
 - **Narrative Review:** Must provide the narrative to cconlin@midhudson.org **by July 24** if you would like a custom review with feedback

Support

Casey Conlin

Library Sustainability Coordinator

cconlin@midhudson.org

845.471.6060 x260

Questions

Casey Conlin

Library Sustainability Coordinator

cconlin@midhudson.org

845.471.6060 x260