



## New York State Construction Aid Program Guidelines for 4CLS Member Libraries Approved by 4CLS Board of Trustees 1/24/2020

The New York State Construction Aid Program is a critical source of support for needed library construction projects. The following guidelines were developed to assemble basic information about how the program is administered by the Four County Library System.

### **New York State Eligibility Requirements:**

- Minimum budget of \$5,000
- If the building is not owned by the library, verification of a **minimum 10 year lease**
- The non-state share of the cost of the project is **available** at time of application

NYS guidelines require the project to address one of the following **Program Priorities**

- Increased effectiveness of library service due to increased and/or improved building space and capacity;
- More efficient utilization of the library building resulting in such economies as energy conservation and increased staff efficiency (Libraries and library systems are encouraged to support “green” projects that may result in buildings eligible for LEEDS certification);
- Improved access to and use of building services by all library users, including those with physical disabilities; and
- Provision of library services to geographically isolated or economically disadvantaged communities.

The following projects have been deemed **ineligible** for construction aid:

- Asbestos abatement
- Mold remediation
- Painting and carpeting (unless part of a larger project)
- Computers (unless part of a larger project)
- Architect’s fees and plans (unless the work is completed as part of that project)

For more information about the state requirements and guidelines, go to  
<http://www.nysl.nysed.gov/libdev/construc/>

## Reduced Local Match

Libraries serving an economically disadvantaged community can qualify for a local match reduction of up to 25% of the project. The 4CLS Board has designated the following criteria for qualification for a reduced match:

1. 15% or more of the population below the poverty line
2. 50% or more of student enrollment eligible for free or reduced school lunch
3. Unemployment rate above the state average
4. Other relevant factors\*

\*4CLS has determined that all 4CLS libraries qualify under items criteria #'s 1 – 3, **except:** Bovina Center, Cooperstown, Delhi, Greene, Milford, Vestal. Those libraries are encouraged to provide data to 4CLS for consideration under criterion #4.

### **If applications exceed available funds:**

Priority will first be given to projects that would correct an urgent safety or security concern or that focus on a response to catastrophic damage (fire, flooding, etc.)

If all eligible projects meet the requirements and the total award amount of all eligible projects exceeds the total amount of construction aid allotted by NYS, 4CLS will use the following criteria to determine award amounts:

- The library submitted a complete and thorough application by the 4CLS deadline
- Over the past year, the library submitted their NYS annual report and Summer Reading Evaluation by the 4CLS deadline
- The library participated in NYS Library Day at least once in the past three years, attended a local advocacy meeting, and/or can provide evidence of other impactful state advocacy efforts
- A library representative attended the 4CLS Construction Aid workshop

### **General Timeline** (specific dates will be distributed in as they are scheduled):

- **Early April**—4CLS Workshop on Construction Aid Program
- **Late May** —Intent to Apply Form due to 4CLS
- **Mid June**—Applicant libraries notified of preliminary award and invited to begin work on their full Construction Aid Application.
- **End of August** – Deadline for submission of complete full application through NYS application portal

- **Mid-September** – Libraries given final award notice after application approval by 4CLS Board
- **Late-September** – Member library applications submitted to DLD
- **November** – Revisions and corrections due to DLD
- **July-August** – Official award announcements received from DLD
- **September-October** – First initial funds released for approved projects