



NYS Construction Aid Program

<http://www.nysl.nysed.gov/libdev/construc/>

Steve Bachman, Executive Director, 4CLS

June 5, 2020



- \$14 Million statewide for library construction projects
- 4CLS allocation:\$400,100
- 50% Local Match
- 25% for libraries serving economically disadvantaged communities*

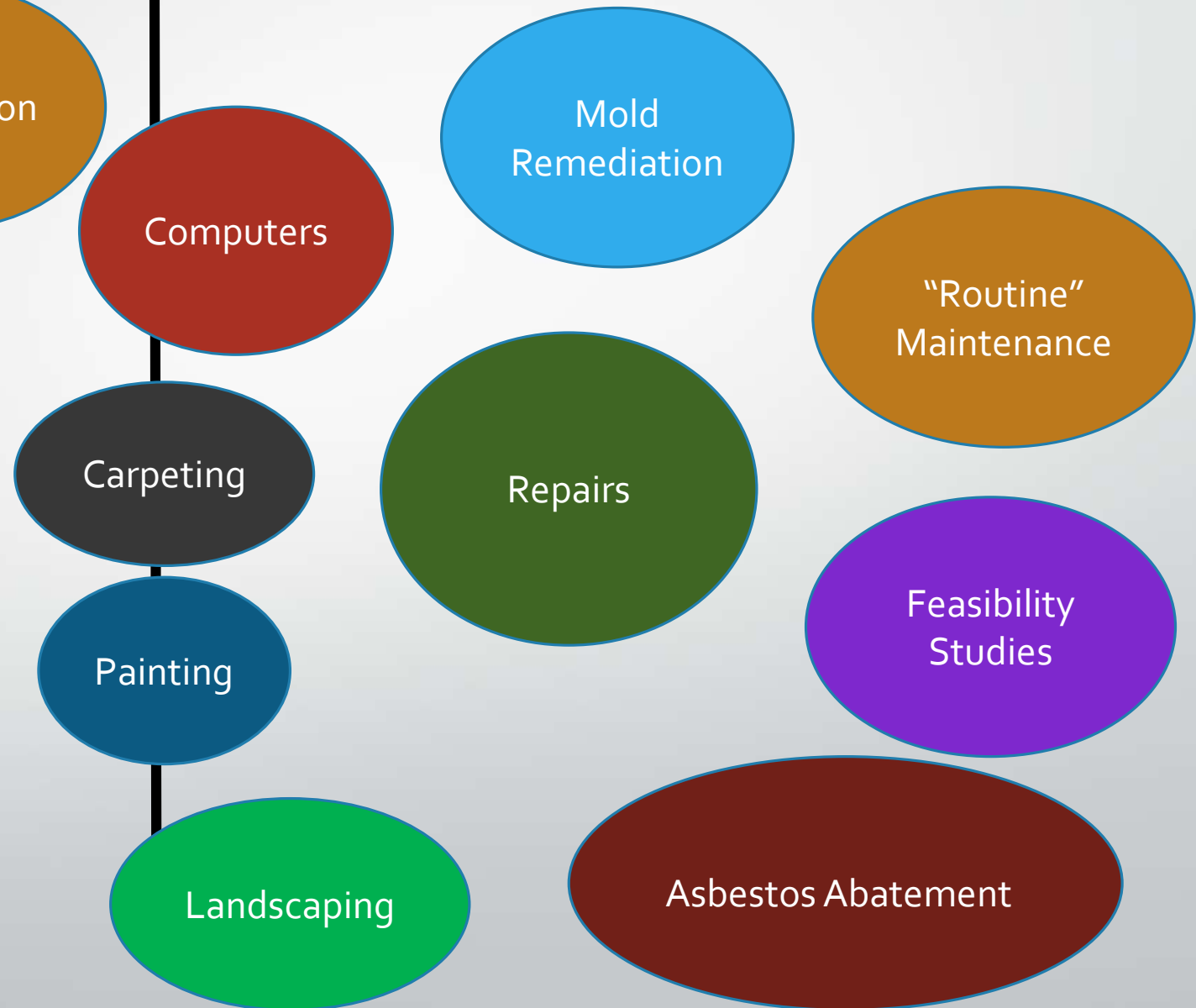
Program Priorities

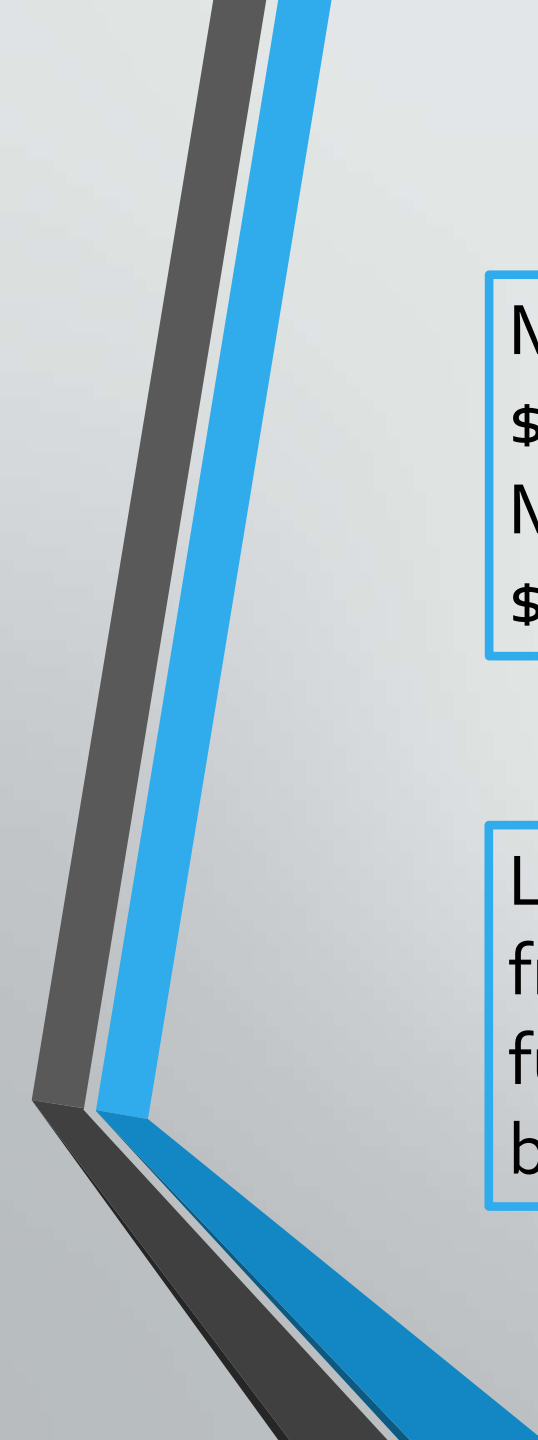
- Increased effectiveness of library service due to increased and/or improved building space and capacity
- More efficient utilization of the library building resulting in such economies as energy conservation and increased staff efficiency.
- Improved access to and use of building services by all library users, including those with physical disabilities
- Provision of library services to geographically isolated or economically disadvantaged communities
- Increasing Broadband infrastructure/accommodating new technology

Eligible Projects/Expenses



Ineligible Projects/Expenses






Minimum Project
\$5,000
Minimum Award
\$2,500

Break a large
project into smaller
components

Local match can be
from another grant,
fundraising, or library
budget

Bundle smaller
projects into one
application

Eligibility Requirements for Reduced Match

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

*If a library feels that it is serving an economically disadvantaged community, but does not meet the above criteria, they may present evidence to be considered by 4CLS.

- Approved by 4CLS Board 3/25/2019



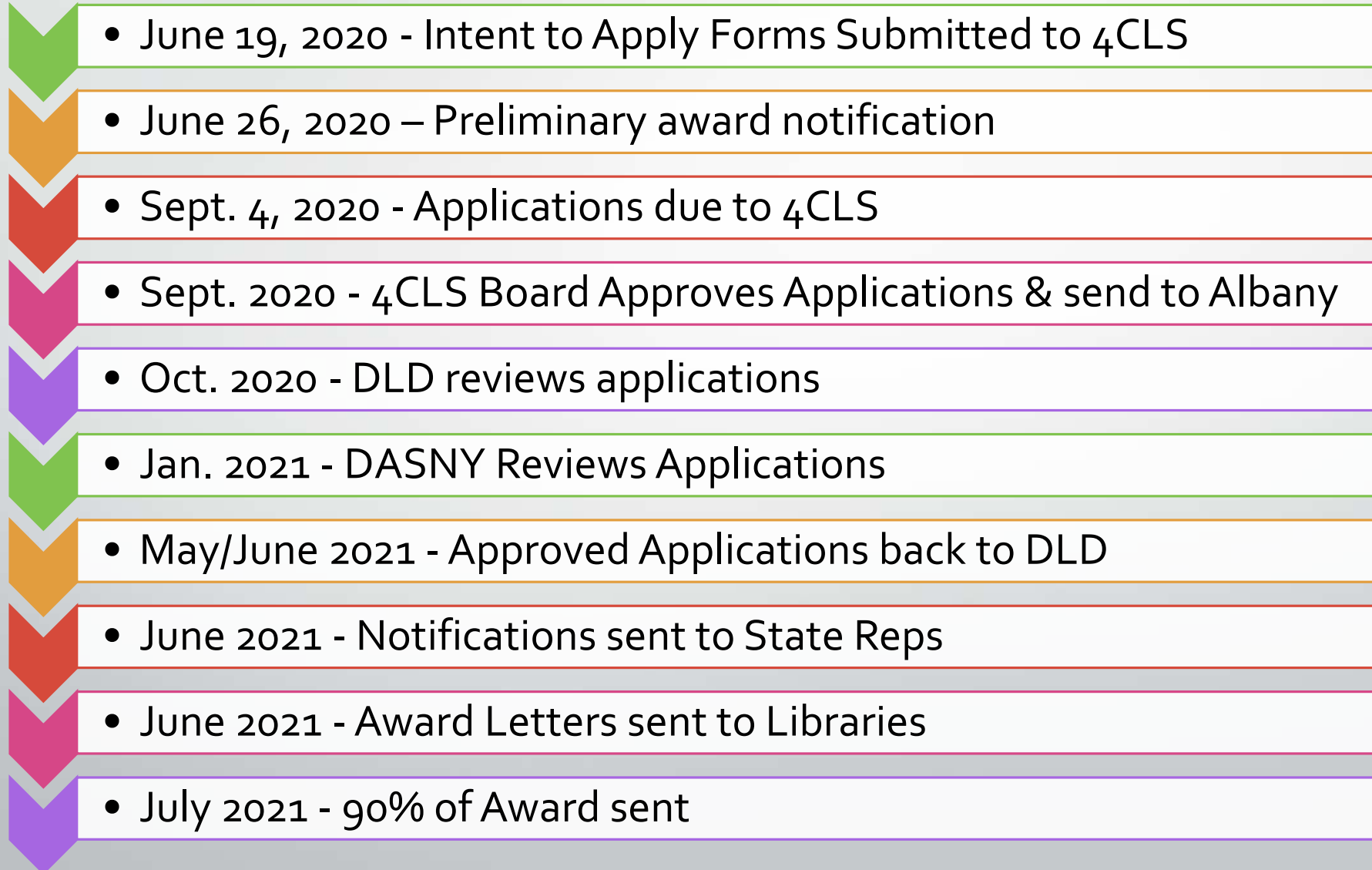
<https://data.census.gov/>

Possible relevant factors:

- Graduation rates
- Education level
- Access to broadband
- Literacy rates

Tell us about your community!

Application Timeline



SHPO: State Historic Preservation Office



Skene Memorial Library, Fleischmanns, NY. Erected in 1901

- Buildings that are 50 years old, or are listed on the state or national historic register, must apply for approval from SHPO
- By agreement between State Ed & SHPO, certain types of work are **exempt** from SHPO review!
 - <https://tinyurl.com/SHPO-2020>
- SHPO Approval Process is online:
 - <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
 - DLD recommends you sign in as a guest user
- <https://parks.ny.gov/shpo/contact/>

Is your building owned by a school district?



If Yes, AND if the total project budget is over \$10,000...

Your application requires the approval of the State Ed. Department's Office of Facilities Planning.

Call (518) 474-3906 to start the process

Additional Information

- Applicants must have an Employer ID Number (EIN) that is different from their municipality. Apply for an EIN via the IRS - [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
- Applicants must also have a NYS vendor number – send an e-mail to Idconstruction@nysed.gov for help.
- Most information is submitted via the online portal **except:**
 - 3 copies of FS-10 form, signed in blue ink (send to 4CLS)
 - Payee Form, signed in blue ink (send to 4CLS)
- Project must begin 180 days from award notification

Application Checklist

Project
Number

Application Checklist	
Project Number	0386 -17 -6753
Item	Completed
Application Form (required)	<input checked="" type="checkbox"/>
Additional Funding Sources (required)	<input checked="" type="checkbox"/>
Project Narratives (required)	<input checked="" type="checkbox"/>
Budget (required)	<input checked="" 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"/>
Attachments (required)	
❖ 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 checked="" type="checkbox"/>
❖ Pre-Construction Building Photographs (required)	<input checked="" type="checkbox"/>
❖ Smart Growth Form (required)	<input checked="" 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 checked="" 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 (optional)	<input checked="" type="checkbox"/>
❖ Vendor quotes, cost estimates	<input type="checkbox"/>
❖ Municipal Consent for Site/Building Acquisition Projects (optional)	<input checked="" type="checkbox"/>

❖ Upload

❖ Print, Sign & Upload

❖ Print, Sign, & send to 4CLS



Upload a map showing the library and the surrounding area

Links

- Main Construction Page – www.nysl.nysed.gov/libdev/construc/
 - This page includes links to Instructions and Frequently Asked Questions
- Application Portal Link – eservices.nysed.gov/ldgrants/index.jsp
- Portal Registration Link -
<https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do>
- SHPO Submission Link–
<https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
- Construction Page on the 4CLS Intranet - <http://intranet.4cls.org>
 - Under FAQ's & How-To's (or search for Construction)

The Aftermath

- Submit Final Budget Report through portal
- Upload photos of completed project
- Print, sign, & send completed FS-10 forms to Albany
- After submission of FS-10's, the final 10% will arrive

Call or E-mail Steve or Brian with Questions

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- 607-723-8236 ext. 301

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- 607-723-8236 ext. 304