Tutorial: Online Application Submission

2014-2017 NYS Public Construction Grant Program

Please visit ww.flls.org/grants/construction for the FLLS Construction Grants Overview (contains detailed explanations for each step), the FLLS Guidelines, the required forms, reduced match calculation resources, and more.

Questions?
Please contact State Programs Coordinator Kristi Downham at kdownham@flls.org or 607-273-4074, x228.
Create an Account

ACCOUNT SETUP:
If you do not already have a NYS Directory Service Account, create a username and password at https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do. You will receive a username and password within 48 hours.

Note: passwords expire every three months.
Application Login

Once you have received your username and password, go to the Online Portal: https://eservices.nysed.gov/ldgrants and enter the username and password you received from the State.
Click on “Library Construction Application”.
Click on “Start new application.”
Navigate between the different main pages using the links on the navigation bar at the top.

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Number</th>
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</thead>
<tbody>
<tr>
<td>Application Form (required)</td>
<td>0386-13-4369</td>
<td></td>
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<tr>
<td>Additional Funding Sources (required)</td>
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<tr>
<td>Project Narratives (required)</td>
<td></td>
<td></td>
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<tr>
<td>Budget (required)</td>
<td></td>
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</tr>
<tr>
<td>FS-20 Forms (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3 original forms signed in blue ink and mailed to your PLS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payee Information Form (required)</td>
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<td></td>
</tr>
<tr>
<td>(1 original form signed in blue ink and mailed to your PLS)</td>
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<td></td>
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<tr>
<td>Attachments (required)</td>
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<td></td>
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<tr>
<td>Assurances (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate/Proof of Available Funds to Finance Project (required)</td>
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<td></td>
</tr>
<tr>
<td>Short (or Full) Environmental Assessment Form (required)</td>
<td></td>
<td></td>
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<tr>
<td>Pre-Construction Building Photographs (required)</td>
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<tr>
<td>Smart Growth Form (required)</td>
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<tr>
<td>Certificate of 10 year minimum lease/legal agreement and project approval from building owner (if building is leased or otherwise legally available)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Facilities Planning approval (if building is owned by school district and project over $10,000)</td>
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<td></td>
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<tr>
<td>State Historic Preservation Office (SHPO) Approval Documentation (if building is more than 50 years old or in an historic district)</td>
<td></td>
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<tr>
<td>Vendor bids and/or quotes, cost estimates</td>
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</table>

Save Progress
Be sure to click on **EACH** link. To keep track of your progress, place a check mark in the box to indicate completed and then click on the “Save Progress” button at the bottom of the page.
Application Form

• Gather ALL of the answers to the questions on the application form BEFORE you start filling it out. The application cannot be saved unless EVERY question is answered.
• Some parts will be pre-filled with information from the Division of Library Development (DLD) and cannot be changed.

Notice the pre-filled information

Construction Project Manager fills in
Instructional Messages

Afraid you will miss something on the application? No worries! The program lets you know what you have missed.

Watch for “instructional/error” messages which are displayed in red.
Project Narratives

- **Click on EACH link** and complete every section of the Project Narratives.
- Once you type your narrative in for a section, **click “SAVE”** before clicking on the link for the next section.
Budget

- Click on the link for the appropriate category (usually Purchased Services).
- Once you choose the correct category, click on “ADD” to open a record to enter your information (contractor(s), supplies, equipment, etc.).
- Make sure you save information before opening a new category or clicking to add another record.
FS-10 Form

• Choose the format you prefer (HTML or PDF) and print 4 SINGLE-SIDED copies.
• Leave the budget categories blank. Fill in the first page and the last page (minus the budget summary) IN BLUE INK.
• Send to the Finger Lakes Library System (along with two copies of the Payee Form – see next slide)

New York State Education Department
New York State Library
Division of Library Development
Library Construction Program

FS 10 F Form

The FS-10-F Form is required to be submitted in order for the library to receive the final 10% of their award amount.

After Library Development approves your Budget - Final Expenses section, you must mail three original FS-10-F Forms with original signatures in blue ink to Library Development.

HTML FS-10-F Form
PDF FS-10-F Form

Mail 3 original FS-10-F Forms with original signatures in blue ink to the Library Development address below:

Division of Library Development
NYS Library
Cultural Education Center, Room 10B41
Albany NY 12230
Attn: Kimberly Anderson
Payee Form

- Click on the link for the “Payee Information Form”.
- Print, complete and sign **(IN BLUE INK) 2 COPIES** of the Payee Form.
- You do NOT need a DUNS Number and CCR number (they are only required for Federal Funding).
- If you HAVE a NYS Vendor #, enter this number on the Payee Form. If you do NOT have a NYS Vendor # (or have not previously completed a Substitute W-9), you must complete the Substitute W-9.
- Send the originals to the Finger Lakes Library System.
Attachments

• To view all of your attachments (or to add an attachment), click on the “Attachments” link.
• To read a document description before adding the attachment, click on the individual link.
Attachments

• Once you have read the description, attach the document by clicking on “Attached”. Then click on “Add an Attachment” on the following screen.
Attachments

- Browse for the document
- Change the “Short Description of File” to match what document you are attaching
- Upload each document following the same procedure

### Instructions

1. Make sure the document name is clear and understandable. The document name will be saved along with the file.
2. Click the Browse button. The File Dialog window will open, then navigate to the location where the document is stored.
3. Choose the document, click Open, and the path to the document will appear in the text box.
4. Enter an optional description of the document (i.e. Appendix 1).
5. Click the Upload button to save document to the database, or Cancel to select another document.

### Select a Document to attach:

Documents include MS Word (.doc), Excel, PDF, .txt, .bmp, .jpg
Please do not attach MS Word 2007 or 2010 (.docx) files, they must be converted to MS Word 2003 (.doc) format.

![Document](S:\LIBRARY PICS\col.jpg)

**Short Description of File**:
Building Photos (post project)

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### List of Attachments

<table>
<thead>
<tr>
<th>Action</th>
<th>Document Name</th>
<th>Description</th>
<th>Document Type</th>
<th>Document Size</th>
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<td>11/28/2011</td>
<td>dennis alchoff</td>
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</tbody>
</table>

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Add an Attachment
Print or Save Library Application

• Click on the links at the bottom of the page to print or save the application to your desktop
Submit Library’s Construction Application

When you have completed ALL necessary forms and attached ALL necessary documents, click on the “Submit Application” button at the page bottom.

The deadline for submittal of the library’s application is provided right on the online application.