



**2016-2019 NYS Construction Grant Program Guidelines
Approved by FLLS Board of Trustees 6/19/2013**

I. NYS Eligibility Requirements:

Each application shall assure that:

- 1) When the construction project is completed, **adequate operating support and resources will be available to sustain an improved level of service** as reflected by the schedule of library open hours, the number of staff needed to provide such service, and the upgrading of the inventory of all types of library materials.
- 2) The non-State share of the cost of the project is available **at the time of application**.
- 3) The total project cost is **at least \$5,000**.
- 4) If the building is not owned by the library, verification of a **minimum 10 year lease** must be provided.

In addition, New York State guidelines require that the project meet at least one of the **NYS Construction Grant Priorities**:

1. Increased effectiveness of library service due to increased and/or improved building space and capacity;
2. More efficient utilization of the building such areas as energy conservation and increased staff efficiency;
3. Improved access to and use of building services by all library users, including those with physical disabilities; and
4. Provision of library services to geographically isolated or economically disadvantaged communities.

II. Reduced Match Eligibility:

Public libraries located in an economically disadvantaged community are eligible to receive up to 75% of their total approved project costs. To qualify for consideration for a reduced match award, libraries must meet the following FLLS criteria:

1. The library must serve an area with a 15% or more poverty level or where 30% of students are eligible for free and reduced school lunch for at least one month for the previous year.

2. The project application narrative must include a **statement demonstrating that one of the above criteria is met** AND an **explanation of how the project will address the service needs of the economically disadvantaged community.**

In accordance with state guidelines, FLLS will give particular attention to how the project addresses the library service needs of the economically disadvantaged communities when determining reduced match amounts. We also encourage libraries to **show matching funds as close to 50%** (or more) as possible in case the total award amount for eligible projects exceeds our allocated award amount.

If the funding match that the library has requested is not available, the library will be notified of the award amount that is available to them and will have **two weeks to inform FLLS of their intention to proceed with the project and provide verification of increased matching funds**, if they have not already done so. If a library determines during that two week time frame that they cannot move forward with their project without the full match that they have requested in their application, their application will be withdrawn from consideration.

III. Rankings Used When Applications Exceed Available Grant Funds:

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

If all eligible projects meet the requirements listed in section I and the total award amount of all eligible projects exceeds the total amount of construction aid designated by NYS, FLLS will also use the following criteria to determine award amounts:

- The library submitted a complete and thorough application before the FLLS deadline.
- Over the past year, the library has submitted all reports tied to NYS funding to FLLS by the required deadlines (such as their Annual Report and Summer Reading Program Evaluation).
- The library has demonstrated a pattern of efforts to increase local tax support over the last three years.
- The library has a regularly maintained, current website.
- Policies are posted to the library's web site.
- The library has a current Long Range Plan on file at FLLS.
- The library has participated in NYS Lobby Day at least once in the past three years, and/or can provide evidence of other impactful state advocacy efforts.