FINGER LAKES LIBRARY SYSTEM

2019-2022 Construction Grant Application Overview & Checklist

Applications must be submitted in full by Friday, August 30, 2019

Public libraries in our service area may apply through FLLS for a construction grant to fund up to 75% of a three-year project. These matching grants are offered yearly by NYS. Please note that this process is not difficult, but it involves a fair amount of paperwork that can take multiple months to complete. If you are interested in applying please:

1. Review the ***Eligibility and Basic Criteria*** listed below and the ***FLLS Construction Grant Guidelines*** to determine your eligibility.
2. Contact us ASAP to let us know you are thinking of applying and to schedule a site visit (required so that we have a good understanding of your project). Please contact State Programs Coordinator Kristi Downham at kdownham@flls.org or 607-273-4074 x228.
3. Visit www.flls.org/grants/construction for the required forms, our tutorial for the online application portal, links for calculating reduced match eligibility, and related resources.

I. Eligibility and Basic Criteria

Please note that routine maintenance is not fundable, and the word "repair" should generally be avoided in applications if possible. Eligible project activities and expenditures include:

Site Acquisition - Purchase of vacant land (Library Construction Bill (S.4101/A.113) or land with an existing building and evidence of plans and available funding to construct a new building or parking lot.

New Construction - New building, an addition to existing building, demolition and/or site preparation.

Building Renovation/Rehabilitation – Examples include:

- Installation of photovoltaic panels, geothermal wells, and other alternative energy resources
- Replacement of roofs, windows, and doors
- Accessible entryways (ramps & doorways) and bathrooms
- Installation of elevators
- New electrical, plumbing, lighting, and HVAC
- New driveways, sidewalks, and parking lots
- Reconstruction /reconfiguration of existing space *(for example, reconfiguring a current room to include a dedicated "Teen Corner").*
- New furniture, equipment, and shelving for a new or newly reconfigured space.
- The purchase and installation of generators as a back-up to existing utility systems;
- The purchase and installation of assistive listening systems (including loops);

- The installation of broadband connections (monthly connection fees are not eligible);
- The purchase and installation of exterior signage, with or without lighting.

Other basic criteria include:

- The overall eligibility guidelines, reduced match qualification criteria, and FLLS's criteria for prioritizing award amounts are all outlined in the *FLLS Construction Grant Program Guidelines.*
- Libraries that received grants for the 2018-19 cycle may apply again this year. However, a library cannot receive funding for the same project more than once (although different, distinct phases/components of a larger project may be eligible). The new application must be separate and distinct from any project(s) previously funded.
- These are matching grants. Libraries may apply for up to 75% of a project. We strongly encourage libraries to show matching funds as close to 50% as possible in case the total award amount for eligible projects exceeds our allocated award amount. If this happens and you demonstrated a higher match, you would remain eligible to receive a lower match.
- The minimum grant award is $2,500, for a minimum total project cost of $5,000. There is no maximum award, but there is a finite pool of money available to split between all applicants. NYS has designated a total of $381,022 for 2019 in construction aid for our service area.
- Up to a 75% match is possible only if you demonstrate that your project will serve the needs of an economically disadvantaged community (most FLLS libraries qualify). If you would like to qualify for this higher award/reduced match (up to 75% instead of 50%), you MUST include a description with statistical data explaining how the reduced match criteria is met in the project narrative, and an explanation of how the project will address the service needs of the economically disadvantaged community. This criterion is explained in the *Guidelines.*
- Cost estimates must come from one or more contractors. Cost estimates from architects are not allowed.
- Projects that have been started but are not complete at the time of application, are eligible. However, only expenditures made after July 1, 2019 are eligible. Expenditures from January 1 to June 30, 2019 may be used towards the total project cost. (Matching Funds)
- Projects must be started within 180 days after approval and must be completed by 6/30/2022.
- Only one project may be submitted for each building.
- If your building is more than 50 years old, is located in a historic area, or involves ground disturbance you may need to do a separate State Historic Preservation Office (SHPO) application and receive SHPO approval before your application can be considered (see instructions for more information). This is a month-long process.
- Projects with emphasis on repair and/or building upkeep are generally considered to be routine maintenance. However, expensive projects with a large scope that are not done every year (e.g. carpet replacement for large areas of the building; repointing bricks) are not considered routine maintenance and do qualify.
- Ineligible costs include: engineering fees, building consultant studies, and the purchase of books/other library materials.

II. Submitting Your Application:

NYS requires that the application be submitted almost entirely online. FLLS provides a Power Point orientation tutorial to walk you through this process at www.flls.org/grants/construction.

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.*

LOGIN*:* https://eservices.nysed.gov/ldgrants

A. Application Form:
- **This section must be filled out completely before saving!** We recommend that you gather all information beforehand and fill it out all at once. However, if necessary you can also edit sections before submitting, so you can also write "XXX" or similar and come back to the section before you submit everything.
- The "Construction Project Manager" can be either a Library Staff or Board member, but should be someone that can act as PM for the entire project (until the funding period is complete).
- For "Estimated project costs":
  - **Total Project Cost** - ALL project expenses the entire project start to finish. Include costs here that are not eligible for funding, such as feasibility studies, architectural and engineering fees, construction costs, equipment, furnishings (but do not include quote documents for them).
  - **Cost of Project for Which Funding is Being Requested** - The <u>eligible</u> total costs of the project. *Your quote documents must match this amount exactly*.
  - **Amount of Public Library Construction Program Funds requested for this project** – This answer cannot be greater than 75% of *the Cost of Project for Which Funding is Being Requested*. Most libraries request the 75% reduced match (note this requires an explanation with statistics in the Narrative section). If you don't apply for a reduced match, the maximum match you can receive is 50%.

B. Additional Sources of Funding
- List ALL sources of your funding for this project, public and private.

C. Construction Grant Narrative:

1. Abstract:
Briefly describe the project (150 words maximum).

2. Description of Project:

Write a complete description of what you intend to do and why the project is needed. Describe your construction activities, including the intended physical alteration of the building. If this project is part of a larger project during the funding period (July 1, 2018 – June 30, 2021), also describe the entire project.

3. Impact of Project:

Explain how the project will benefit the library and the community you serve by how they meet one or more of the NYS 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 (Libraries and library systems are encouraged to support "green" projects that may result in buildings eligible for LEEDS certification);
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.

IF YOU WOULD LIKE TO QUALIFY FOR A HIGHER AWARD/REDUCED MATCH (up to a 75% match instead of 50%):

- You **MUST** include a statement here <u>with statistical data</u> explaining how the reduced match criteria is met, and an explanation of how the project will address the service needs of the economically disadvantaged community.
- The FLLS website includes links for calculating this statistical data.
- Details about reduced match eligibility are included in the *FLLS Construction Grant Guidelines*.

4. Timetable:

- Provide a detailed timetable, indicating the projected start date, the duration of the proposed project, the beginning and ending dates for all contracted services, and the schedules for all other significant activities impacting the project.
- This funding period must be between July 1, 2019 – June 30, 2022.

5. Budget Narrative:

- Describe all items entered on the Project Budget pages.
- The Budget Narrative must match the Project Budget entries, the attached quotes and the "Cost of Project for Which Funding is Being Requested" exactly.
- If the vendor quotes contain options, the narrative must indicate those options and the associated dollar value.

D. Budget:

- The expenditures of most libraries will fall under **Purchased Services: CODE 40** as most libraries hire a contractor to do the entire job (including purchasing the necessary supplies, providing the labor, etc).
- The amounts must match the attached quotes, the budget narrative amounts, and the "Cost of Project for Which Funding is Being Requested" exactly.

E. Scanned/Uploaded Documents:

The following documents must all be **SIGNED BY HAND, SCANNED and UPLOADED** as individual PDFs. Links to all of these forms are available at www.flls.org/grants/construction

**D*on't have a scanner?* *You can take a picture with a regular camera (or most cell phones) using the "flash--off" or "document" setting. Open the picture on your computer, click "Save as", and save as a pdf.*

1. Assurances Form

- This form must be signed by the President of the Library/System Board of Trustees **AT A BOARD OF TRUSTEES MEETING BEFORE THE SUBMISSION DEADLINE.** Please plan accordingly!
- The first three assurances apply to all libraries. The fourth applies to any library that does not own its building (with the exception of those libraries whose buildings are owned by a school district or BOCES.)

2. State Historic Preservation Office (SHPO) Approval Documentation

NOTE: ONLY required for some libraries. Please review the guidelines if your library building is 50 years or older and/or the project involves ground disturbance and/or demolition.

- If this process is required for you, SHPO must approve your project before the FLLS application deadline in order to be considered. **THIS IS A SEPARATE APPLICATION PROCESS AND TAKES APPROXIMATELY A MONTH TO COMPLETE.** For questions about the approval process, call SHPO at 518. 237.8643.
- There is a new online submission process. This can be accessed through the NYS Construction Grant Portal. The guidelines to review, including the types of work that are excluded from review, are located at http://www.nysl.nysed.gov/libdev/construc/24m/shpo.htm (they are also linked from the FLLS website page).
- You must include a copy of the letter you receive from SHPO as a pdf attachment in your application. If the building is determined to be of historical significance, the SHPO approval letter must specify the precise changes to the building that are being approved.

3. Short Environmental Assessment Form (SEAF)

- All applicants must submit a signed five-page Short Environmental Assessment Form (SEAF). In most cases, the SEAF will suffice to comply with the SEQRA process. **In certain cases, the applicant may also need to complete a long form EAF – see the SEAF instructions.**
- The "lead agency" is the library board.
- A map of the project location must be submitted with Part I of this form

4. Smart Growth Form

- All applicants must submit a signed Smart Growth Form to certify that their proposed projects are in compliance with the Smart Growth Public Infrastructure Policy Act.
- Most libraries select the first option: "*to advance projects for the use, maintenance or improvement of existing infrastructure".*
- Include the application project number on the form (this is emailed to you with your password).
- The Chief Officer/CAO can be the Library Director.

5. Contractor Quote/Bid Documents

- **Quotes from architects are not allowed!** Unless you are using a general contractor, you must include a quote/bid from each contractor involved (i.e. the plumber, the electrician).
- Each bid must include a breakdown of the individual costs, and must be signed and dated. **We recommend that all bids look as official as possible.**
- For the purposes of the 2019-22 application, the total project cost for which funding is requested (b) cannot include any costs incurred prior to January 1, 2019.
- Large projects composed of multiple components can be broken down for the purposes of applying for construction funding in consecutive years.

6. Certificate of Available Funds to Finance Project

- Because these are matching grants, you must demonstrate that you have the necessary funds in hand to finance the project minus the amount awarded. Please note that many projects may not be funded at the maximum 75% due to the unavailability of sufficient funds. **WE STRONGLY RECOMMEND that you build in flexibility by demonstrating the maximum available funds that you can provide (as close to 50% as possible).**
- Verification can be a letter from the bank, a bond certificate, or an official document (on letterhead) from the library treasurer. **You MUST include an exact monetary amount.**
- Available funds can include public funds (federal, state or local), private funds, or a combination thereof.
- If you are funded in whole or part through tax-exempt bonds, bond anticipation notes, revenue anticipation notes, or some similar form of obligation, the application must include a copy of the final official statement relating to the applicable issuance, a full debt service schedule for the issuance, a detailed breakdown of the funding sources and uses for the project (including the issuance amount, the requested construction grant award amount, and any other equities dedicated to the project), and a current cost estimate of the entire project.

7. Certificate of Required Minimum Lease
NOTE: <u>Only required if the library does not own their building.</u>

- An official letter from the building owner verifying that the lease will be in effect for a minimum of 10 years after the anticipated completion of the project.

8. Office of Facilities Planning Approval
NOTE: <u>Only required if the library is owned by the school or BOCES.</u>

- If the library building is owned by a School District or BOCES and the total Public Library Construction Grant Program project cost will be $10,000 or more, the applicant must submit plans and specifications to the State Education Department's Office of Facilities Planning for review and approval. Submit a copy of the OFP Certificate of Project Approval, including the OFP issued Building Permit.

9. Photographs
- Take detailed "before" photographs of the construction site and upload them as individual documents.
- Take photos from several angles – for a building, take them from both sides of the street, and include a front picture that includes the name of the library.
- The photos should be in color.

F. Paper Documents Submitted Directly to FLLS
The following documents are submitted directly to FLLS, NOT online. Links to all of these forms are available at www.flls.org/grants/construction.

1. FS-10 Budget Summary Form
- Submit **4** original copies, signed in **BLUE** ink.
- Each page of the form must be on a single sheet of paper, not back-to back, with the back page facing out.
- **FS-10 forms are submitted with their category code amounts left blank** (these code amounts will be filled in at the Division of Library Development once a final award amount has been determined). Only fill out the first page and the last page (minus the budget summary).

2. Payee Form
- Submit **2** original copies, signed in **BLUE** ink.
- Sections I, II, III, and IV should be completed on the Payee Information Form as per the instructions printed on the form. For Section III, #4, the Exemption Category for libraries is Category 2.
- If you HAVE a NYS Vendor #, enter this number on the Payee Form. You must complete the Substitute W-9.
- On the W-9, Question 3, "Entity Type": check "other" and write "NYS Chartered Library"

2019-2022 Construction Grant Application Checklist
Applications Are Due Friday, August 30, 2019

ONLINE APPLICATION:

☐ **Application Form** – *This section must be completed all at once to save, please plan accordingly!*

☐ **Additional Sources of Funding** – *List ALL sources of funding, public and private.*

☐ **Construction Project Narrative** – *Be sure to fill out all sections:*
- ○ *Abstract* – *Brief description of project.*
- ○ *Description* – *Complete description of the project for which funding is being requested.*
- ○ *Impact* – *How does it address the NYS Construction Grant Priorities; how does it meet reduced match criteria (include statistics); what are the anticipated improvements to library services?*
- ○ *Timeline* – *What are the anticipated start and completion dates?*
- ○ *Budget Narrative* - *Figures must match the budget entries & attached quotes exactly.*

☐ **Budget** – *The funding amount requested. Most libraries contract the entire project and select Code 40.*

DOCUMENTS THAT MUST BE SIGNED BY HAND, SCANNED, AND ATTACHED TO THE APPLICATION ONLINE:

Required for everyone:

☐ **Assurances form** – *Must be signed by your Board President at a Board Meeting before the deadline.*

☐ **Short environmental assessment form (SEAF)** *A Map of the project location must be included.*

☐ **Smart Growth form**

☐ **Certification of available funds to finance project** — *e.g. a bank statement, proof of bond, legislative member item, or letter by board official on official letterhead containing an exact figure. Please build in flexibility by demonstrating the maximum match you could provide, as there may not be enough funds for everyone to receive a 75% match (otherwise you risk getting an outright denial instead of a lower match).*

☐ **Contractor Quote/Bid Documents** - *Unless using one general contractor, include a quote from EACH. Bids must include breakdown of individual costs, be signed & dated, and should look official.*

☐ **Photographs** – *"Before" photos of the site. Should be in color, upload as individual documents.*

May be required:

☐ **SHPO approval letter** – *May be required if building is 50+ years old, in a historic district, or there will be ground disturbance. This is a separate, month-long process, please plan accordingly! There is a new online process for this that can be accessed through the NYS Construction Grant Portal.*

☐ **Long environmental assessment form** - *required only if indicated by the SEAF.*

☐ **Certification of required minimum lease/legal agreement and project approval from the building owner** - *Required only if you rent the building.*

☐ **Office of Facilities planning approval** - *Required only if your building is owned by a school district and project total cost is over $10,000.*

☐ **Certificate of Occupancy** – *Required if the project requires that a local "Certificate of Occupancy" be obtained at the completion of the project.*

ORIGINAL DOCUMENTS THAT MUST BE SUBMITTED TO FLLS:

☐ **FS-10 Forms** – *Provide FOUR one-sided originals signed in BLUE ink. Leave code categories blank.*

☐ **Payee Form & W9** – *Provide TWO originals signed in BLUE ink. Two W-9 forms are required as well.*

Questions? *Please contact State Programs Coordinator Kristi Downham at kdownham@flls.org or 607-273-4074, x228. Information is also available online at www.flls.org/grants/construction.*