

Tutorial:

Online Application Submission

2014-2017 NYS Public Construction Grant Program

Please visit www.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.

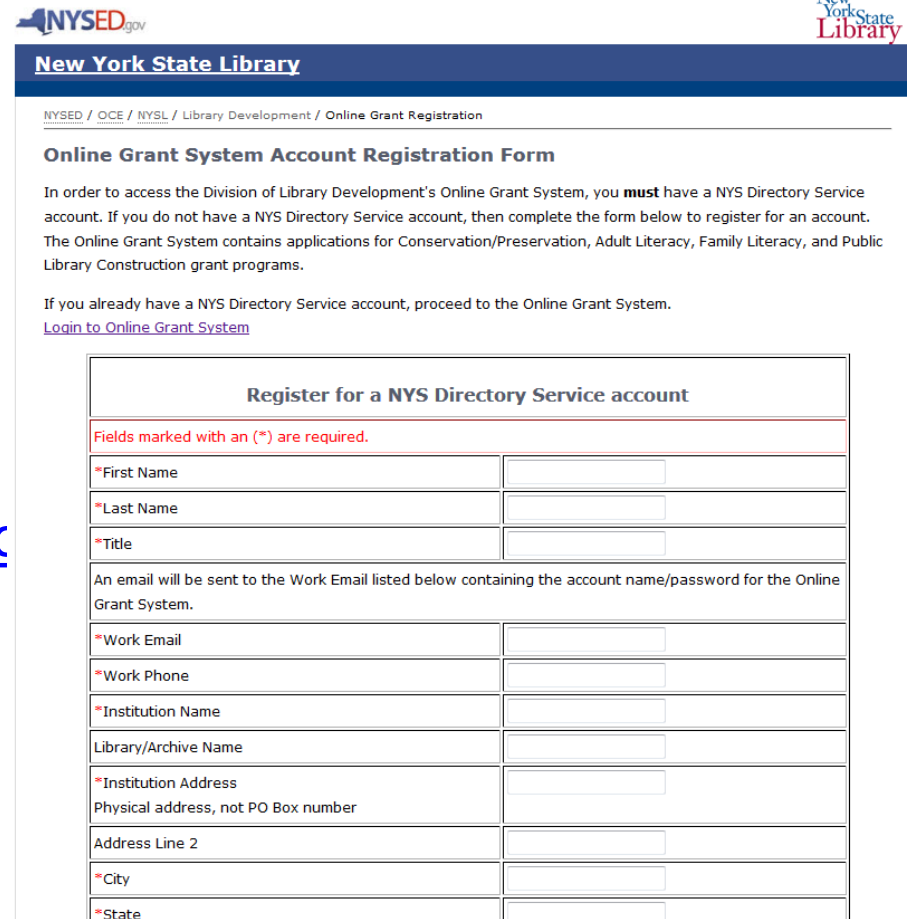
Create an Account

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.



The screenshot shows the 'New York State Library' header with the NYSSED.gov logo. Below the header is a navigation bar with links: NYSED / OCE / NYSL / Library Development / Online Grant Registration. The main heading is 'Online Grant System Account Registration Form'. The text explains that users must have a NYS Directory Service account to access the system and lists the grant programs available. A link to 'Login to Online Grant System' is provided for existing users. The registration form itself is titled 'Register for a NYS Directory Service account' and includes a note that fields marked with an asterisk are required. The form fields are: First Name, Last Name, Title, Work Email, Work Phone, Institution Name, Library/Archive Name, Institution Address (Physical address, not PO Box number), Address Line 2, City, and State.

New York State Library

NYSED / OCE / NYSL / Library Development / Online Grant Registration

Online Grant System Account Registration Form

In order to access the Division of Library Development's Online Grant System, you **must** have a NYS Directory Service account. If you do not have a NYS Directory Service account, then complete the form below to register for an account. The Online Grant System contains applications for Conservation/Preservation, Adult Literacy, Family Literacy, and Public Library Construction grant programs.

If you already have a NYS Directory Service account, proceed to the Online Grant System.
[Login to Online Grant System](#)

Register for a NYS Directory Service account	
Fields marked with an (*) are required.	
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Title	<input type="text"/>
An email will be sent to the Work Email listed below containing the account name/password for the Online Grant System.	
*Work Email	<input type="text"/>
*Work Phone	<input type="text"/>
*Institution Name	<input type="text"/>
Library/Archive Name	<input type="text"/>
*Institution Address Physical address, not PO Box number	<input type="text"/>
Address Line 2	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/>

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.



The screenshot shows the login interface for NY.gov ID. At the top, there is a dark blue header with a hamburger menu icon and the text "State Agencies". Below this is a white box with the text "Please login after reading the Acceptable Use Policy below". The main login area has a dark blue header with the NY state map icon and "NY.gov ID". Below this are two input fields: "Username:" with the value "dennis.eickhoff" and "Password:" with masked characters. A grey "Sign In" button is below the password field. At the bottom of the login box, there is a link "Forgot your Username or Password ?" and another link "NY.gov ID - Terms of Service". Below the login box is a blue link "Agency Assistance & Contact Information".

State Agencies

Please login after reading the Acceptable Use Policy below

NY.gov ID

Username:
dennis.eickhoff

Password:
●●●●●●●●

Sign In

Forgot your [Username](#) or [Password](#) ?
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

Click on “Library Construction Application”.

https://eservices.nysed.gov/ldgrants/welcomePage.jsp

New York State Education Department
Office of Cultural Education
[Logout](#)

Announcements
[Public Library Construction website](#)
Construction 2012-13 applications due 10/10/12
[Conservation/Preservation website](#)
C/P Discretionary 2012-13 applications due 12/2/11
[Adult/Family Literacy website](#)

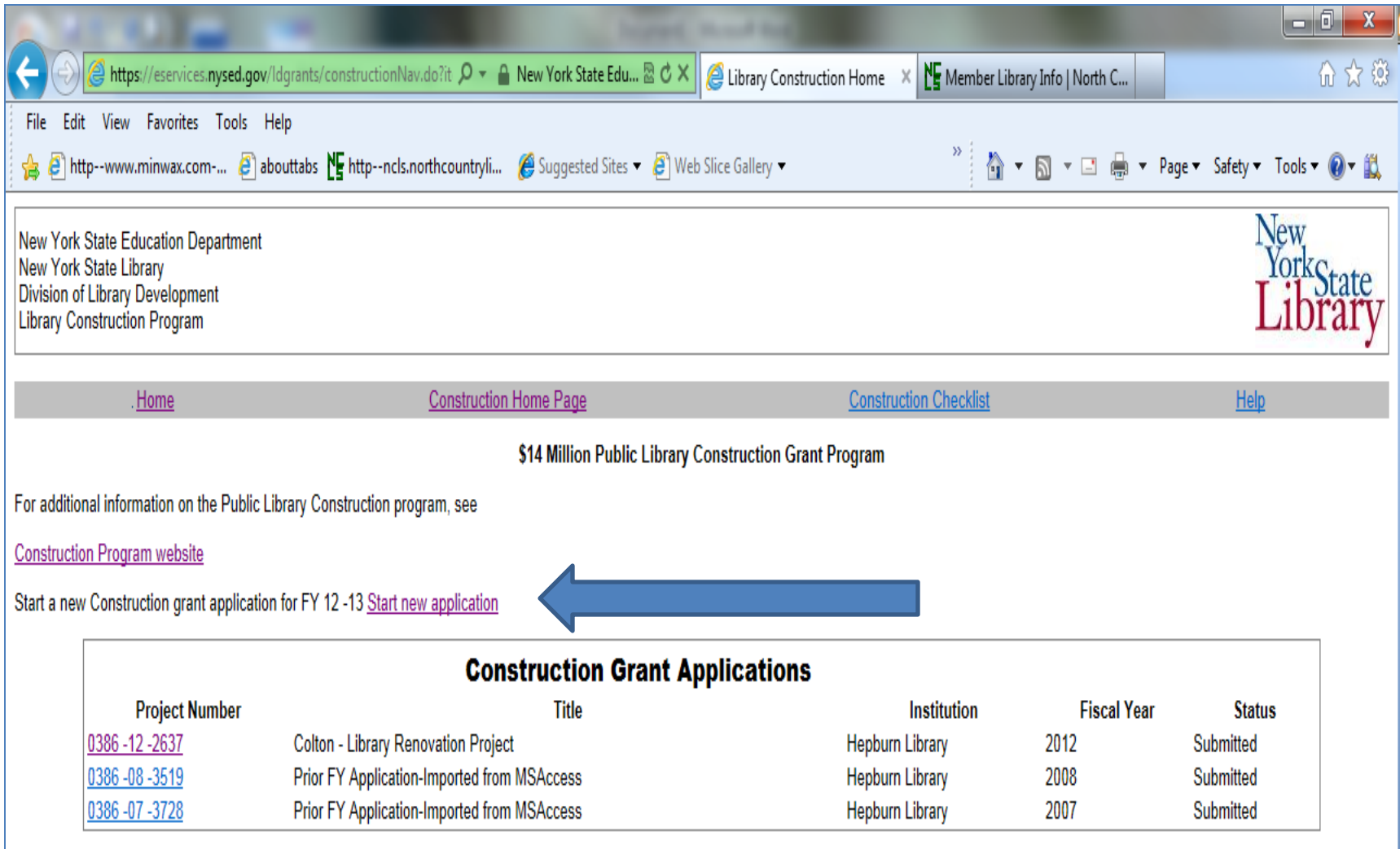
Welcome to the New York State Office of Cultural Education
dennis.eickhoff

These are the grant programs you may apply for:

- [Library Construction Application](#)

Conservation/Preservation Grant Program [Updates](#)
Construction Grant Program [Updates](#)

Click on “Start new application.”



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

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\$14 Million Public Library Construction Grant Program

For additional information on the Public Library Construction program, see
[Construction Program website](#)

Start a new Construction grant application for FY 12 -13 [Start new application](#)

Construction Grant Applications

Project Number	Title	Institution	Fiscal Year	Status
0386 -12 -2637	Colton - Library Renovation Project	Hepburn Library	2012	Submitted
0386 -08 -3519	Prior FY Application-Imported from MSAccess	Hepburn Library	2008	Submitted
0386 -07 -3728	Prior FY Application-Imported from MSAccess	Hepburn Library	2007	Submitted

Navigate between the different main pages using the links on the navigation bar at the top.

The screenshot shows a web browser window with the URL <https://eservices.nysed.gov/ldgrants/constructionNav.do?it>. The navigation bar at the top contains links: [Home](#), [Construction Home Page](#), and [Construction Checklist](#). The main content area is titled "Application Checklist" and displays the following information:

Project Number	0386-13-4369
Item	Completed
Application Form (required)	<input type="checkbox"/>
Additional Funding Sources (required)	<input type="checkbox"/>
Project Narratives (required)	<input type="checkbox"/>
Budget (required)	<input type="checkbox"/>
FS-20 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)	<input type="checkbox"/>
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 type="checkbox"/>
Pre-Construction Building Photographs (required)	<input type="checkbox"/>
Smart Growth Form (required)	<input 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 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 (if building is more than 50 years old or in an historic district)	<input type="checkbox"/>
Vendor bids and/or quotes, cost estimates	<input type="checkbox"/>

At the bottom of the checklist, there is a "Save Progress" button.

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.

Home Construction Home Page Construction Checklist Help

Checklist

Application Checklist	
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Application Form (required)	<input type="checkbox"/>
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Project Narratives (required)	<input type="checkbox"/>
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FS-20 Forms (required) (3 original forms signed in blue ink and mailed to your PLS)	<input type="checkbox"/>
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Attachments (required)	<input type="checkbox"/>
Assurances (required)	<input type="checkbox"/>
Certificate/Proof of Available Funds to Finance Project (required)	<input type="checkbox"/>
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Smart Growth Form (required)	<input 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 type="checkbox"/>
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Vendor bids and/or quotes, cost estimates	<input type="checkbox"/>

Save Progress

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

Library or System Name: Hepburn Library

Mailing Address: Po Box 7

Address: 84 Main Street

City, State, Zip: Colton NY 13625

County: Saint Lawrence

Director of Institution: Dennis Eickhoff

Title: Library Director

Email:

State Judicial District: 4 State Assembly Districts: 122

State Senate Districts: 47 State Congressional Districts: 23

Federal ID: 156001245 School District: Colton-Pierrepont Csd

Public Library System: North Country Library System

NOTE:The institutional information listed above is pulled from the SEDREF database. [SEDREF](#) is the single authoritative source of identifying information about institutions which the NYS Education Department determines compliance with applicable policy, law and/or regulation.

If your institutional or director information is incorrect, it can only be updated once your Payee Information Form is received by Division of Library Development and approved by Grants Finance. Library Development staff do not have authority to update SEDREF information.

Note: Items marked with an asterisk * are required fields. You will not be able to save unless all required fields are completed.

***Building Information** - Provide the following information for the building (existing or proposed) or site that is the subject of this application.

*Building Name

*Street Address

*City

*State

*Zip Code

*Building Type

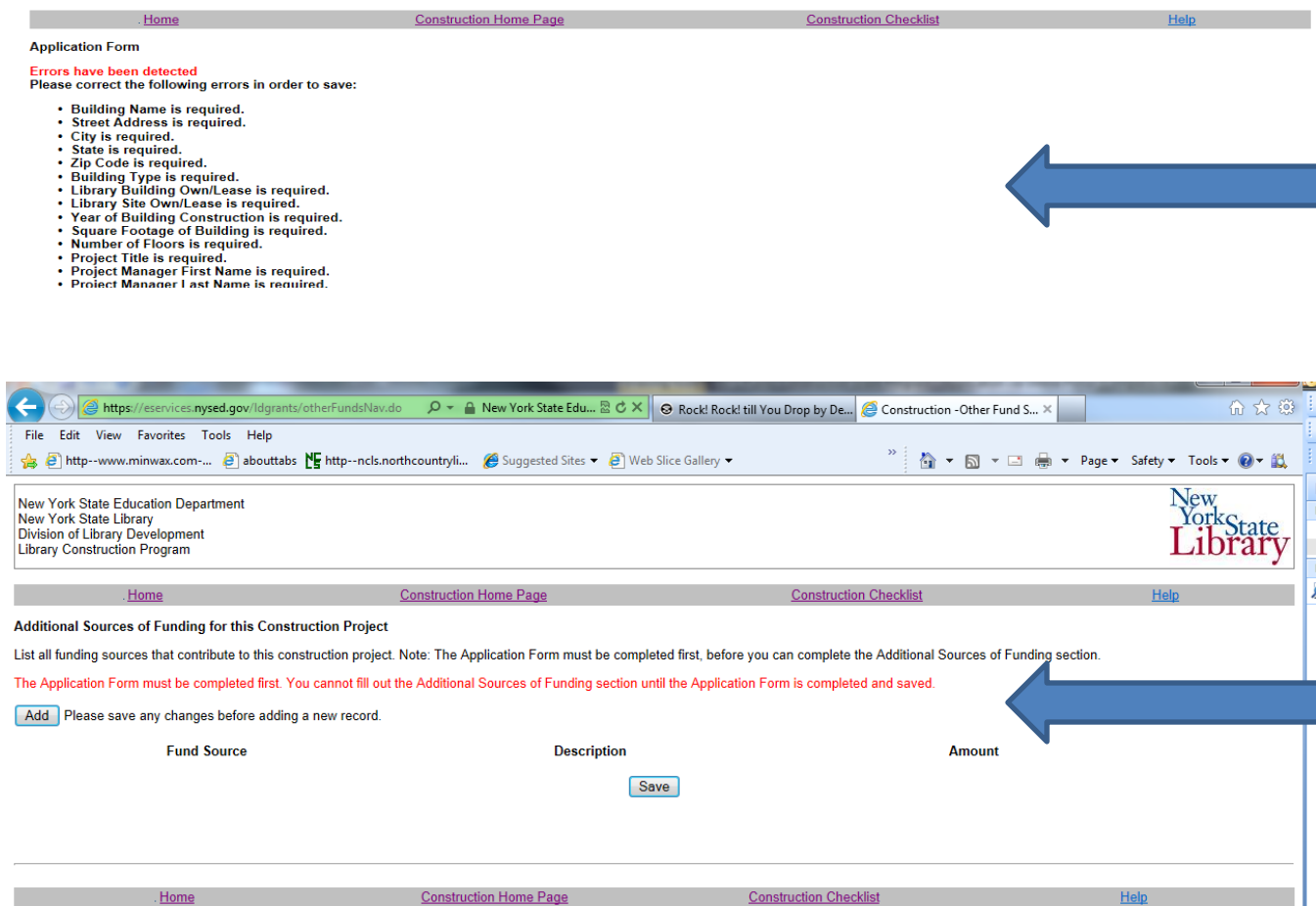
☐ Main Library ☐ Branch Library

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.



The screenshot displays a web application interface for the New York State Library Construction Program. At the top, a navigation bar includes links for Home, Construction Home Page, Construction Checklist, and Help. Below this, the 'Application Form' section is highlighted, and a red error message states: 'Errors have been detected. Please correct the following errors in order to save:'. A list of 14 required fields follows, each preceded by a red bullet point. A blue arrow points from the right towards this list. Below the error messages, the 'Additional Sources of Funding for this Construction Project' section is visible. It includes a red instructional message: 'The Application Form must be completed first. You cannot fill out the Additional Sources of Funding section until the Application Form is completed and saved.' Another blue arrow points from the right towards this message. The bottom of the page features a table with columns for Fund Source, Description, and Amount, and a Save button. The New York State Library logo is visible in the top right corner of the application area.

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Application Form

Errors have been detected
Please correct the following errors in order to save:

- Building Name is required.
- Street Address is required.
- City is required.
- State is required.
- Zip Code is required.
- Building Type is required.
- Library Building Own/Lease is required.
- Library Site Own/Lease is required.
- Year of Building Construction is required.
- Square Footage of Building is required.
- Number of Floors is required.
- Project Title is required.
- Project Manager First Name is required.
- Project Manager Last Name is required.

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Additional Sources of Funding for this Construction Project

List all funding sources that contribute to this construction project. Note: The Application Form must be completed first, before you can complete the Additional Sources of Funding section.

The Application Form must be completed first. You cannot fill out the Additional Sources of Funding section until the Application Form is completed and saved.

Please save any changes before adding a new record.

Fund Source	Description	Amount
<input type="button" value="Save"/>		

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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.

The screenshot shows a web browser window with the URL <https://eservices.nysed.gov/ldgrants/constructionForms.do>. The page header includes the New York State Education Department, New York State Library, Division of Library Development, and Library Construction Program. The New York State Library logo is in the top right corner. A navigation bar contains links: [Home](#), [Construction Home Page](#), [Construction Checklist](#), and [Help](#).

The main content area is titled "Construction Project Narratives:" and contains five tabs: [Project Abstract](#), [Description of Project](#), [Impact of Project](#), [Timetable](#), and [Budget Narrative](#). The "Project Abstract" tab is selected, and a blue arrow points to it from the left. Below the tabs, the "Project Abstract" section contains the instruction: "Provide a brief description of the construction project. Note: The Project Abstract field is limited to a maximum of 150 characters, including spaces." Below this instruction is a large text input area. At the bottom right of the input area, there is a "Character count" label and a "Save" button. A blue arrow points to the "Save" button from the right. The footer of the page includes the same navigation bar as the header.

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.

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Project Budget
Purchased Services (Code 40)
List all services to be purchased for the project, arranged, as appropriate, under Consultant Services or Contracted Services. Attach detailed cost estimates supplied by vendors, quotes and/or bids, or other supporting data in an appendix.

- Consultant Services: include professional and technical advice that will be provided by individuals or groups of individuals. Consultants are normally retained for a short period to provide advice about specific aspects of the project. Consultants are normally expected to provide a report of their activities, usually at a time agreed upon before the consultancy begins. Architectural services are not eligible. Please see [Construction regulations](#) for eligible/ineligible costs.

- Contracted Services: include professional or technical activities that will be performed by commercial vendors or qualified individuals. Contractual services are normally used for project activities that cannot be carried out by the institution, or for those activities that can be more economically performed by firms or individuals specializing in a particular service.

* Cost is the Cost of project for which funding is being requested.

Purchased Services **Supplies & Materials** **Equipment**

[Add](#) Save any changes first before adding a new record.

Service Type	Consultant/Vendor	Description	ExpSubmitted	ExpApproved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost*	AmtApproved			
0	\$0	\$0	\$0	\$0
Delete				

[Save Purchased Records](#)

* Cost is the Cost of project for which funding is being requested.

Purchased Service (Code 40) Totals

Cost*	Amount Approved	Expense Submitted	Expense Approved
\$0	\$0	\$0	\$0

100%

1:38 PM
6/28/2012

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)

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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.

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Payee Information Form

In order to receive funds from the NYS Education Department, libraries must be entered on the SED Reference File and have accurate payee information on record. 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 any questions about this form, please contact Barbara Massago at bmassago@mail.nysed.gov

PDF version of the [Payee Information Form](#)

***Note** this form must be printed, filled out by hand and mailed to your Public Library System (along with your printed and signed FS-20 Form). This form cannot be electronically attached to your application.

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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.

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Checklist

Application Checklist	
Project Number	0386 -13 -4369
Item	Completed
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FS-20 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)	<input type="checkbox"/>
<div><div>Assurances (required)</div><div>Certificate/Proof of Available Funds to Finance Project (required)</div><div>Short (or Full) Environmental Assessment Form (required)</div><div>Pre-Construction Building Photographs (required)</div><div>Smart Growth Form (required)</div><div>Certificate of 10 year minimum lease/legal agreement and project approval from building owner (if building/site is leased or otherwise legally available)</div><div>Office of Facilities Planning approval (if building is owned by school district and project over \$10,000)</div><div>State Historic Preservation Office (SHPO) Approval Documentation (if building is more than 50 years old or in an historic district)</div><div>Vendor bids and/or quotes, cost estimates</div></div> <div>Checklist</div>	
<div>Save Progress</div>	

100% 8:56 AM 6/28/2012

Attachments

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



New York State Education Department
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Building Photographs

Detailed photographs of the proposed construction project site are required to accompany each application. Pictures must be submitted as part of the online application process.

Photographs of completed project activities are required to be submitted in order for the library to receive the final 10% of their award amount.

Photos can be electronically [attached](#) to your grant application.

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

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List of Attachments

These are the documents that have been attached to this grant application.

Click on the Document Name to download the document, or click Delete to remove the document from this grant application.

Action	Document Name	Description	Document Type	Document Size	Date Attached	Attached By
Add an Attachment						

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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

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Add an Attachment

Instructions
Step 1 Make sure the document name is clear and understandable. The document name will be saved along with the file.
Step 2 Click the Browse button. The File Dialog window will open, then navigate to the location where the document is stored.
Step 3 Choose the document, click Open, and the path to the document will appear in the textbox.
Step 4 Enter an optional description of the document (ie. Appendix 1).
Step 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.

Short Description of File

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Action	Document Name	Description	Document Type	Document Size	Date Attached	Attached By
Delete	COL LEASE.pdf	10 Year Lease	application/pdf	32457 bytes	08/24/2011	dennis.eickhoff
Delete	COL ASSURANCE.pdf	Assurances	application/pdf	83209 bytes	08/24/2011	dennis.eickhoff
Delete	COL COST ESTIMATE.pdf	Bid	application/pdf	145867 bytes	08/31/2011	dennis.eickhoff
Delete	COL - PICS.pdf	Pre Project Photo	application/pdf	1461520 bytes	08/24/2011	dennis.eickhoff
Delete	COL AVAIL FUNDS.pdf	Proof of Available Funds	application/pdf	32457 bytes	08/24/2011	dennis.eickhoff
Delete	COL SEAF REVISED.pdf	SEAF	application/pdf	175405 bytes	11/28/2011	Dawn.Vincent
Delete	COL SHPO APPROVAL.pdf	SHPO	application/pdf	52617 bytes	08/24/2011	dennis.eickhoff
Delete	COL SMART ATTACHMENT.pdf	Smart Growth	application/pdf	40585 bytes	09/13/2011	dawn.vincent
Delete	COL SMART REVISED.pdf	Smart Growth	application/pdf	120717 bytes	11/28/2011	Dawn.Vincent

[Add an Attachment](#)

[n Checklist](#)

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 Application](#)

Due Date for applications to be submitted to North Country Library System is 08/17/2013

Due Date for PLS to submit applications to Library Development is 5 p.m. 10/10/2012

Final Report Checklist	
To be completed at the conclusion of the Construction project	
Budget - Final Expenses	(required)
Project Completion Form	(required)
Project Manager Update	(required)
Attachments	
Post Project Photo	(required)
FS-10-F Long Form	(required)
(Only AFTER the Final Expenses & Completion Form have been submitted to LD and approved by LD)	
FS-10-A Budget Amendment Form	(optional)
(Only if there is an amendment to the approved project budget)	
Submit Final Report	

Please use the following links to **print** or **save** the application to your desktop:

[Application Form HTML](#) [Narratives HTML](#) [Budget HTML](#) [Additional Funds HTML](#)

[Application Form PDF](#) [Narratives PDF](#) [Budget PDF](#) [Additional Funds PDF](#)

[Complete Application HTML](#)

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100% 2:49 PM 6/28/2012

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

Application Checklist

Project Number	0386 -13 -4369
Item	Completed
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[Save Progress](#)

[Submit Application](#)

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