

# State Aid for Library Construction



July 2022 | MHLS Board of Trustees

# 2020 by the Numbers

- **16 member libraries** plan to apply
- **\$10,281,975** in anticipated requests
- MHLS allotment for 2022-2023: **\$1,242,064**

# Total Estimated Need

**\$44 million**

75% of members reporting

# ADA Compliance

**45% of member library**

facilities are not compliant with the  
Americans with Disabilities Act (ADA)

# State Aid for Library Construction

- Statewide program bonded through the **Dormitory Authority of New York State (DASNY)**. Requires approval each year.
- Administered by the NYS Division of Library Development (DLD) **through the 23 public library systems**

# Administration via MHLS

## MHLS Board of Trustees

- ✓ **Set Funding Priorities**
- ✓ Define what qualifies as an “**economically disadvantaged community**” in our System
- ☐ **Rank member library applications**
- ☐ **Recommend grant award amounts**

## MHLS Staff

- ☐ **Collect and track construction need info to report to NYS; assist in advocating for funding each year**
- ☐ **Position projects for funding from a timing standpoint**
- ☐ **Liaison with DLD**
  - ☐ Regulatory interpretation; advocate for member libraries
- ☐ **Technical assistance to members**
  - ☐ Consulting
  - ☐ Workshops/webinars
  - ☐ Phone/email support/office hours
- ☐ **Process applications for Incentive Committee review**
- ☐ **Shepherd applications through state review process**

This is a ***competitive***  
grant program.

# Match Requirements

- 50%

- 25%

- 10%

# Match Reality Check

- 1) Regardless of the recommended award amount a library needs to match the remainder of the project costs.
- 2) If successful, libraries are given the opportunity to decide whether or not to proceed once learning the recommended award amount.

# Eligible Costs

## ☐ Architectural, Engineering & Construction Management

## ☐ Site Acquisition

Purchase of vacant land or an existing building to be used for library purposes.

## ☐ New Construction

- ☐ New library building

- ☐ Addition to existing library building

- ☐ Demolition and Site Preparation\*

\*not as a standalone project

# Eligible... *continued*

## ☐ **Renovation / Rehabilitation**

- ☐ Installation of photovoltaic panels, geothermal wells, and other alternative energy resources
- ☐ Replacement of roofs, windows, and doors
- ☐ Reconstruction of existing space
- ☐ Accessible entryways (ramps & doorways) and bathrooms
- ☐ Installation of elevators
- ☐ New electrical, plumbing, lighting, and HVAC
- ☐ New driveways, sidewalks, and parking lots
- ☐ New furniture, equipment, and shelving for new or newly reconfigured space\*

\*not as a standalone project

# Eligible... *continued*

- ☐ Emergency Generators
- ☐ Outdoor Signage
- ☐ Assistive listening devices and systems for the deaf/hearing impaired
- ☐ Bring fiber (broadband) to the building

# Not Eligible:

- ❑ “Routine Maintenance”
- ❑ Building Consultant Studies; speculative architectural fees
- ❑ Interest or Carrying Charges on bonds financing the project
- ❑ Mortgage payments
- ❑ Purchase of books or other library materials
- ❑ Landscaping

# MHLS Funding Priorities

Project must be **part of a board-approved, prioritized facility plan** which is reported to MHLS through the *Construction Needs Action Memo*

# Provide for *at least one* of the following

- ☐ **An Increase in Services**
- ☐ **An increase in Access**
- ☐ **Energy Conservation**
- ☐ **Disaster Recovery**
- ☐ **Leadership in Sustainable Design**

Full explanation of each priority:

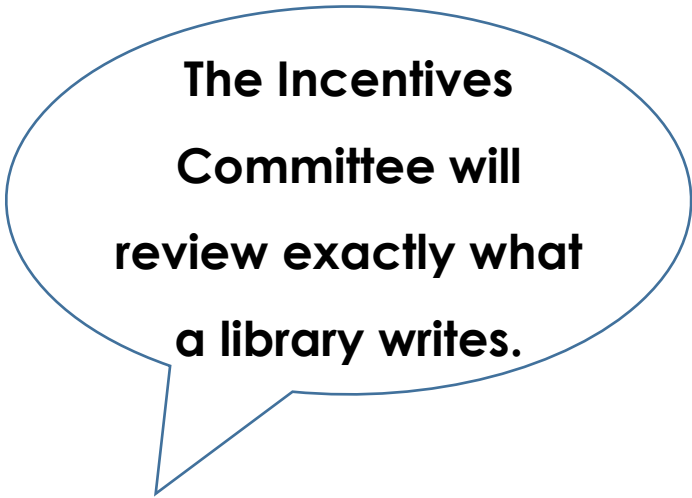
<http://midhudson.org/nysconstructiongrant/>

# Application Components

\*may not apply to all projects

- ☐ Application form
- ☐ Narratives
  - ☐ Abstract
  - ☐ Description
  - ☐ **Impact Statement**
  - ☐ Timetable
  - ☐ Budget Narrative
- ☐ Contractor Quote Documents
- ☐ Certification of Available Funds
- ☐ SHPO Approval\*
- ☐ SED Facilities Approval\*
- ☐ Minimum Lease/Legal agreement\*
- ☐ municipal consent\*
- ☐ Short Environmental Assessment Form
- ☐ Smart Growth Form
- ☐ Appraisal for property purchase\*
- ☐ FS-10 forms
- ☐ Payee Information form
- ☐ Photographs
- ☐ Board Assurances
- ☐ SAM grant segregation proof\*

# Narrative: Impact of Project



The Incentives  
Committee will  
review exactly what  
a library writes.

1. How does this relate to your board-approved, prioritized facility plan?
2. Which of the **MHLS Funding Priorities** does your project address? Address all that apply.
3. If applicable, justification for claiming the “economically disadvantaged community” reduced match option.

# Timeline

- ✓ **February 2022:** MHLS Board Incentive Committee Planning Meeting
- ✓ **March MHLS Board Meeting:** Funding Priorities and economically disadvantaged community definition set
- ✓ **April:** Introduction to the State Aid for Public Library Construction Aid Program Webinar (MHLS)
- ✓ **May:** Construction Needs Memo Due
- ✓ **June:** Online Application Available
- ✓ **June:** Technical Assistance Workshop (MHLS)
- ☐ **June-August:** Office Hours & Narratives Review offered
- ☐ **August 12:** Grant Application Deadline
- ☐ **August/early September:** MHLS Board Incentives Committee Meets to review applications
- ☐ **September 29:** MHLS Board Recommendations
- ☐ **October 5:** Due to DLD
- ☐ **Summer 2023:** Notification of Award from State Library
- ☐ **Fall 2023:** 90% of award paid out

# Support for Applicants



Mid-Hudson Library System

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## State Aid for Library Construction Program at MHLS

[Home](#) > [State Aid for Library Construction Program at MHLS](#)

The **State Aid for Public Library Construction Program** for our region is administered through the Mid-Hudson Library System. To learn more about this program please visit the [New York State Division of Library Development's web site](#).

Contact MHLS Executive Director, Rebekkah Smith Aldrich, at [rsmith@midhudson.org](mailto:rsmith@midhudson.org) for any questions about the construction grant program including applying for and closing grants.

### General Information for State Aid for Library Construction

The State Aid for Library Construction program provides supplemental funding to projects that increase library services and accessibility, increase library staff and facility efficiency, reduce library energy use and costs, and help libraries recover from disasters. Eligible projects include renovation of existing spaces, high speed internet installations, building acquisition, new facility construction, and more. Each year funding available for library construction in New York State and the Mid-Hudson Library System exceeds need and demand for library construction statewide and locally. MHLS administers this aid program by allocating funds based on each library project's ability to meet state eligibility guidelines and the [MHLS Board Priorities for Funding](#). Provisions are made according to NYS regulations for reduced matching funding requirements for libraries serving economically disadvantaged communities.

General Information from the Division of Library Development (DLD)

### Timelines

Getting Ready for 2022

2022 Timeline

### Completing Your Application for Construction Aid

Below you'll find detailed information for completing each part of your State Aid for Library Construction Aid application. This is a competitive application process so please do your best to complete all pieces of the application. You can access a [short checklist document here](#) to organization the information needed for your application, as well as the [recording of the Technical Assistance Workshop](#). If you have any questions, contact MHLS Executive Director, Rebekkah Smith Aldrich, at [rsmith@midhudson.org](mailto:rsmith@midhudson.org).

General Information for the Application

### Forms to be Completed Online in the Application Portal

The sections below are online forms that must be completed in the online application portal. It may be helpful to compose your responses in a separate document and paste them into the report once you've finalized your responses.

### Search



### Upcoming Events

#### MHLS Offices Closed

All Day

July 04, 2022

#### MHLS Board Meeting Packet

All Day

July 07, 2022

#### Columbia County Libraries Association

8:30 am - 10:30 am

July 08, 2022

#### MHLS Board of Trustees Meeting

1:30 pm - 3:30 pm

July 11, 2022

#### MHLS Board's Bylaws, Policy and Procedures Committee

3:00 pm - 4:30 pm

July 18, 2022

❑ Support Page

<http://midhudson.org/nysconstructiongrant/>

❑ Introductory Webinar (Archived)

❑ Technical Assistance Workshop

❑ Narrative Review

❑ Office Hours for One-on-One Assistance  
(by phone, online or in person)