

A faint, light green and grey owl logo watermark is centered in the background of the slide. The owl has large, white eyes and a stylized beak.

# **FY 2025 State Aid for Library Construction Info Session**

# State Aid for Library Construction

- **Section 273-a of NYS Education Law** appropriates capital funds in the State Budget for the Library Construction Program
- Bonded through **Dormitory Authority of New York State (DASNY)**
- Administered by the **NYS Division of Library Development (DLD)** through the 23 Public Library Systems

**Note:** *Construction funding is not a grant—it is State Aid.*



# Eligible Projects

- Increased effectiveness of library service due to **increased and/or improved building space and capacity**
- More efficient utilization of the building such areas as **energy conservation and increased staff efficiency**
- **Improved access** to and use of building services by all library users including those with disabilities
- Provision of library services to **geographically isolated or economically disadvantaged communities**
- Total project cost of at least \$5,000



# Eligible Costs

- ✓ New construction
- ✓ Reconstruction, restoration, rehabilitation, remodeling
- ✓ Broadband installation
- ✓ Site acquisition (land with or without existing structure)
- ✓ Equipment and furnishings **within the context of an eligible construction project**



# Eligible Costs

- ✓ Electrical generators
- ✓ Permanent signage
- ✓ Security systems
- ✓ Accessible entryways (doors and ramps) and bathrooms
- ✓ Assistive listening devices and systems
- ✓ Supervision/management of the project(s)



# Ineligible Costs

- x Maintenance and repair activities
- x New carpet, flooring, painting **unless required by construction**
- x Mold abatement as a stand-alone project
- x Equipment with a useful life of less than six years
- x Landscaping **unless required by construction**
- x Asbestos survey only
- x Books and other library materials
- x Software licensing
- x Speculative architectural and engineering plans
- x Building consultant feasibility studies



# OWWL Library System Priorities

For FY 2025 applications, priority will be given to projects that:

- Improved access to and use of building services by all library users including those with disabilities (ADA)
- Provision of library services to geographically isolated or economically disadvantaged communities



# Aid Funding

Libraries **may** receive:

→ **Up to** 50% of total project approved costs

or

→ **Up to** 75% if your library meets the criteria for serving an “economically disadvantaged community”

or

→ **Up to** 90% if your library meets the criteria for serving an “economically distressed community”

Aid amounts are not guaranteed until final approval by DASNY.





# Aid Funding

**FY 2025 OWWL Library System allocation: TBD**

Six year history:

- FY 2024: \$901,384
- FY 2023: \$901,384
- FY 2022: \$916,863
- FY 2021: \$377,532
- FY 2020: \$916,863
- FY 2019: \$916,863



# FY 2025 Program Cycle

- **July 1, 2024** → **June 30, 2030** (State Fiscal Year 2025)
- Only expenditures made **after July 1, 2024** are **eligible for award funds** under this program.
- Expenditures made between **January 1 - June 30, 2024** may count as part of the total project cost and **serve as matching funds**.
- No expenditures made **prior to January 1, 2024** may be included in the application.



# FY 2025 System Timeline

- **May 24, 2024** Intent to Apply with **Proof of Available Funds and Contractor Quote(s)** due to OWWL Library System
- **June 13, 2024** Aid notifications sent to libraries
- **June 20, 2024** Libraries must affirm that they are moving forward with their projects and may begin their full State Aid for Library Construction applications in the portal
  - **Libraries moving forward should renew SAM and start SHPO at this time**
  - Construction Aid Application Online Portal Training will be held Wednesday, June 26



# Intent to Apply

To complete this form, you will need:

- ✓ A **brief** description of the project
- ✓ An approximate timeline of the project
- ✓ Contractor quote(s) with total project costs
- ✓ Proof of Available Funds

The information submitted will be used by the OWWL Library System's Construction Aid Committee to determine eligibility and the level of funding for your library.

This form and instructions are available on OWWL Docs. **The deadline to submit is May 24.**



# Proof of Available Funds

“Verification must be in the form of bank or bond certification, an official document(s) signed by a financial authority connected with the applying institution, and/or such other evidentiary documents as necessary.”

## Can be used:

- ✓ NY Economic Development Program grant
- ✓ Utility/solar company incentives
- ✓ Private funds
- ✓ Friends Groups / Library Foundations

## Cannot be used:

- X Money bonded through a municipality or school district
- X Other money bonded through NYS (ex: Downtown Revitalization Initiative)



# State Historic Preservation Office

“SHPO, New York’s State Historic Preservation Office, is part of the New York State Office of Parks, Recreation and Historic Preservation. The mission of SHPO is to help communities identify, evaluate, preserve, and revitalize their historic, archaeological, and cultural resources.”

If your library building is 50 years old or older and/or the project involves ground disturbance and/or demolition, you must get an approval letter from SHPO.

**Save time tip: Even if you think your project is exempt, you should still get an approval letter from SHPO.**

For more information and to start the process visit [parks.ny.gov/shpo](https://parks.ny.gov/shpo) and click Online Tools - CRIS



# FY 2025 System Timeline, continued

- **September 6, 2024** Full State Aid for Library Construction Applications due to OWWL Library System
- **October 2024** Updated award notifications sent to libraries
- **October 2024** Deadline for OWWL Library System to submit all applications to DLD



# FY 2025 DLD Timeline, estimated

- **Winter / Spring 2025** DLD reviews applications and then sends them to DASNY for approval
- **Late Summer / Early Fall 2025** Libraries are notified of application approval from DLD following DASNY review and approval.
  - **Approved projects will now need to complete and submit their signed FS-10s**
- **Late Fall / Early Winter 2025** Libraries will receive the initial payment of 90% of their total award amount from NYS
- **June 30, 2030** Deadline to close out project
  - The final award payment of 10% will be disbursed when the project close-out has been approved by DLD





# Get That Money [A Little Bit Faster]

- Register for Electronic Funds Transfer at [sfs.ny.gov](https://sfs.ny.gov) and skip the paper checks!



# Close Out

Projects may close anytime prior to June 30, 2030

When your project is completed:

1. Enter final expenses and upload post-project photographs (on one document and labeled) to the portal and Submit
  - Final expenses **must** use all awarded funds
2. DLD will review paperwork; once approved, they will request FS-10 F forms
3. Remaining 10% is paid to the library once FS-10 F forms are received and approved



# Consider Timing

You need time to collect:

- ✓ Project Bid / Quote Figures (you may not use architect's estimates)
- ✓ State Historic Preservation Office (SHPO) Approval (if building is 50+ years old)
- ✓ System for Award Management (SAM) Registration / UEI Registration Renewal
- ✓ Assurances (must be signed at Board meeting)
- ✓ Certificate of 10 Year Lease/Legal Agreement (if you do not own building)
- ✓ Before photos (on one document)
- ✓ Proof of Available Funds



# Consider Timing

You need time to collect:

- ✓ **Project Bid / Quote Figures** (you may not use architect's estimates)
- ✓ **State Historic Preservation Office (SHPO) Approval** (if building is 50+ years old)
- ✓ **System for Award Management (SAM) Registration / UEI Registration** Renewal
- ✓ Assurances (must be signed at Board meeting)
- ✓ **Certificate of 10 Year Lease/Legal Agreement** (if you do not own building)
- ✓ Before photos (on one document)
- ✓ Proof of Available Funds (must cover match funds)



# A Note on Match Funds

Not a dollar to dollar match

For example:

- If your library receives 25% aid funds, you must provide 75% matching funds
- If your library receives 47% aid funds, you must provide 53% matching funds
- If your library receives 71% aid funds, you must provide 29% matching funds



# Consider Timing

- ✓ **Have a Facilities Plan!**



# Important Reminders & Updates

- ✓ You may start your project July 1, 2024 but **you cannot complete your project before September 6, 2024**
- ✓ Projects must start within 180 days of official award notification
- ✓ The OWWL Library System is your liaison to DLD; **do not email DLD unless they email you**
- ✓ All emails to OWWL Library System must include the project number (0386-25-\*\*\*\*) in the subject line
- ✓ All pre- and post-project photos **must be on one document** (either Word or PDF) **and labeled**
- ✓ **Keep project titles and narratives so so so so very simple!**
- ✓ Sign documents in Blue Ink
- ✓ Do not staple any forms together
- ✓ Keep all of your invoices / financial paperwork **for at least six years from close out!**



# Resources

→ <https://docs.owwl.org/Community/Construction>





# Contact

Suzanne Macaulay, Program Director

[programs@owwl.org](mailto:programs@owwl.org)

585-394-8260 x1106

