

NY State Aid for Library Construction LDGrants Portal Application Instructions

All NY State Aid for Library Construction applications and attachments are submitted online via the Online Grant System portal. If you do not have a username/password for the portal, you can register for one here: <https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do>.

If you need username/password help for an existing account, email LibDevGrants@nysed.gov.

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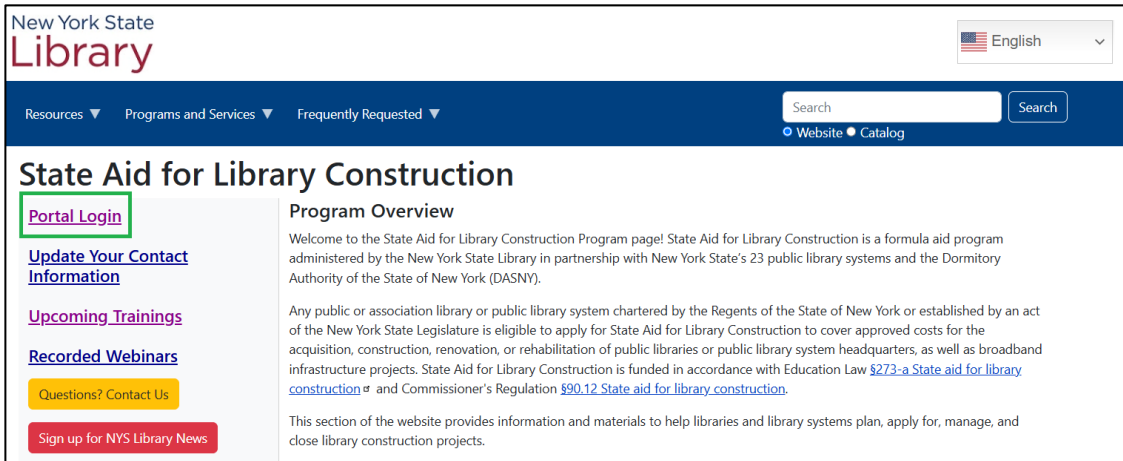
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Logging In

1. To start your application, go to: <https://www.nysl.nysed.gov/libdev/construc> and select Portal Login.



New York State Library

Resources ▾ Programs and Services ▾ Frequently Requested ▾

Search Website Catalog

State Aid for Library Construction

Portal Login

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Questions? Contact Us

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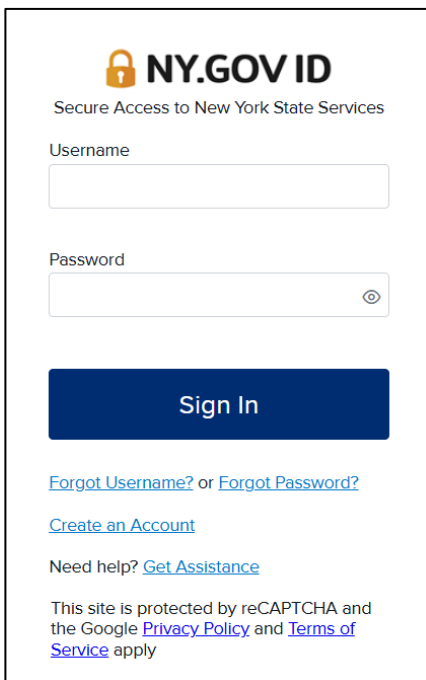
Program Overview

Welcome to the State Aid for Library Construction Program page! State Aid for Library Construction is a formula aid program administered by the New York State Library in partnership with New York State's 23 public library systems and the Dormitory Authority of the State of New York (DASNY).

Any public or association library or public library system chartered by the Regents of the State of New York or established by an act of the New York State Legislature is eligible to apply for State Aid for Library Construction to cover approved costs for the acquisition, construction, renovation, or rehabilitation of public libraries or public library system headquarters, as well as broadband infrastructure projects. State Aid for Library Construction is funded in accordance with Education Law [§273-a State aid for library construction](#) and Commissioner's Regulation [§90.12 State aid for library construction](#).

This section of the website provides information and materials to help libraries and library systems plan, apply for, manage, and close library construction projects.

2. Enter your username and password, and select sign in.



NY.GOV ID
Secure Access to New York State Services

Username

Password

Sign In

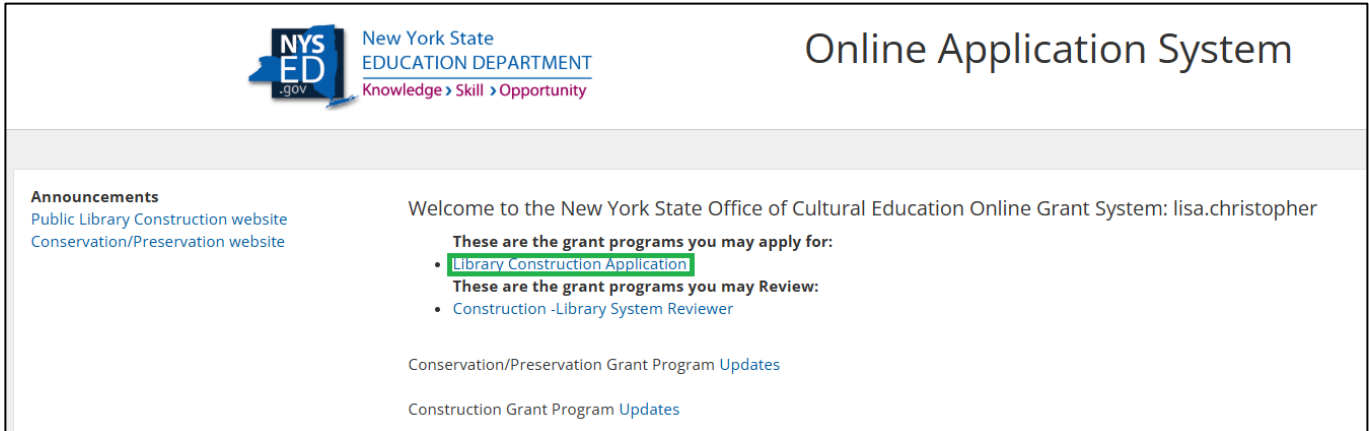
[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

3. You will be brought to the following page. To get to your application, select Library Construction Application.



NYS ED .gov New York State EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Online Application System

Announcements
[Public Library Construction website](#)
[Conservation/Preservation website](#)

Welcome to the New York State Office of Cultural Education Online Grant System: lisa.christopher

These are the grant programs you may apply for:

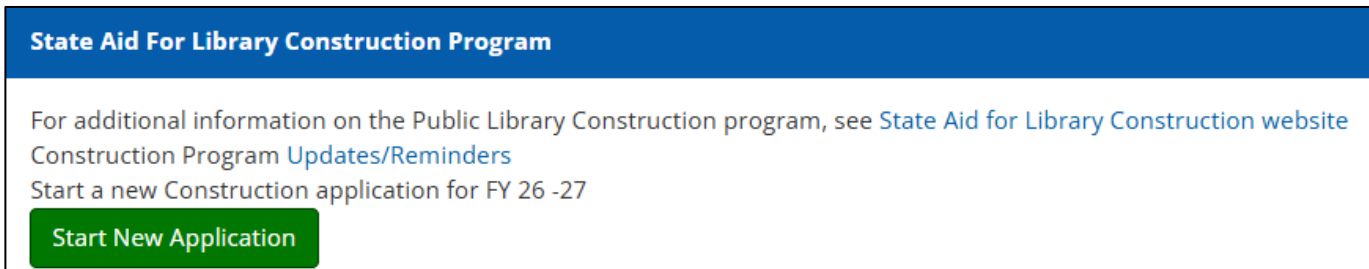
- [Library Construction Application](#)

These are the grant programs you may Review:

- [Construction -Library System Reviewer](#)

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

4. Select “Start New Application.”

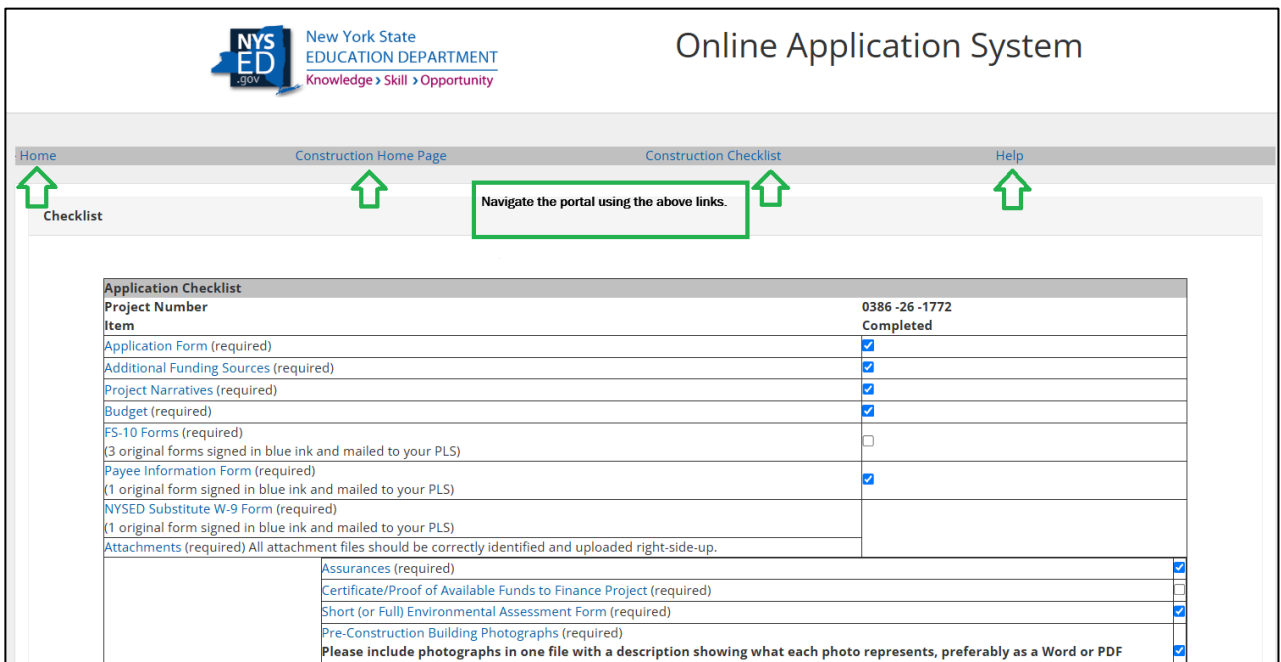


State Aid For Library Construction Program

For additional information on the Public Library Construction program, see [State Aid for Library Construction website](#)
[Construction Program Updates/Reminders](#)
 Start a new Construction application for FY 26 -27

[Start New Application](#)

5. You will be brought to a page that looks like the below. The top links can be used to navigate the online portal system. All items in the Application Checklist must be completed.



NYS ED .gov New York State EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Online Application System

Home Construction Home Page Construction Checklist Help

↑ ↑ **Navigate the portal using the above links.** ↑ ↑

Checklist


Application Checklist	
Project Number	0386 -26 -1772
Item	Completed
Application Form (required)	<input checked="" type="checkbox"/>
Additional Funding Sources (required)	<input checked="" type="checkbox"/>
Project Narratives (required)	<input checked="" type="checkbox"/>
Budget (required)	<input checked="" type="checkbox"/>
FS-10 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 checked="" type="checkbox"/>
NYSED Substitute W-9 Form (required) (1 original form signed in blue ink and mailed to your PLS)	<input type="checkbox"/>
Attachments (required) All attachment files should be correctly identified and uploaded right-side-up.	<input type="checkbox"/>
Assurances (required)	<input checked="" type="checkbox"/>
Certificate/Proof of Available Funds to Finance Project (required)	<input type="checkbox"/>
Short (or Full) Environmental Assessment Form (required)	<input checked="" type="checkbox"/>
Pre-Construction Building Photographs (required) Please include photographs in one file with a description showing what each photo represents, preferably as a Word or PDF	<input checked="" type="checkbox"/>

Application Form

1. Start with the Application Form. All questions on the Application Form require an answer.

Application Checklist	
Project Number	Item
	Application Form (required)
	Additional Funding Sources (required)
	Project Narratives (required)
	Budget (required)
	FS-10 Forms (required) (3 original forms signed in blue ink and mailed to your PLS)
	Payee Information Form (required) (1 original form signed in blue ink and mailed to your PLS)
	NYSED Substitute W-9 Form (required) (1 original form signed in blue ink and mailed to your PLS)
	Attachments (required) All attachment files should be correctly identified and uploaded right-side-up.

2. The institutional information is pre-populated and cannot be modified. For the Project Title, choose a descriptive title (but avoid words like repair, maintenance, remediation).

 New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity		Online Application System	
Home		Construction Home Page	
		Construction Checklist	
		Help	
Public Library Construction Program Application Form			
Library or System Name:	Southern Adirondack Library System		
SEDREF Institution ID:			
Physical Address:	22 Whitney Place Saratoga Springs NY 12866 4596		
Mailing Address:	22 Whitney Pl Saratoga Springs NY 12866		
County:	Saratoga		
Director of Institution:	Kimberly Bolan		
Title:	Library Director		
Email:	kbolan@sals.edu		
State Judicial District: 4	State Assembly Districts: 113 114		
State Senate Districts: 44	State Congressional Districts: 20		

3. For the SHPO questions, consult the [SHPO webpage](#). If your library is 50 years or older, and/or the project will involve ground disturbance (digging, scraping, excavating, plowing, etc.), you may need to provide a SHPO approval letter in the application attachments.

However, if you qualify for one of the SHPO exemptions in [Attachment 1](#), you may be exempt from SHPO. If you meet one of the exemptions, include the verbiage from Attachment 1 in the Application Form in the “if your project is exempt from SHPO...” box.

If your project is exempt from SHPO, please state the reason and cite the language from Attachment 1 which provides evidence for the exemption. If you are unsure that your project activity is exempt please contact SHPO.

4. Pay attention to the Estimated Project Costs section. Item b. Cost of Project for Which Funding is Being Requested will auto populate from what is input in the Project Budget section.
5. If you are requesting a Reduced Match of 75% or 90%, you must also fill out the [Reduced Match Eligibility Form](#) and submit it to SALS with your application. If you are requesting a 50% match, you do not need to fill out the form.
6. If any required fields are missed in the Application Form, the portal will display red error messages indicating a field required for submission has been missed.

Project Narratives

Next, complete the Project Narratives. Like the Application Form, use the links at the top of the page to navigate.

Construction Project Narratives

Project Abstract	Description of Project	Impact of Project	Timetable	Budget Narrative
------------------	------------------------	-------------------	-----------	------------------

All narrative information must be included in the five sections under Construction Project Narratives. Narratives should not be included as a Word or PDF file in the Attachment of the application.

Project Abstract
Provide a brief description of the construction project. Note: The Project Abstract field is limited to a **maximum of 150 characters**, including spaces.

Once each narrative is completed, you must select “Save” for the portal to save your information before moving onto the next narrative section. All Project Narratives must be completed in order to submit the application.

Project Abstract
Provide a brief description of the construction project. Note: The Project Abstract field is limited to a **maximum of 150 characters**, including spaces.

Character count
Save

1. Project Abstract

This should include a concise description of the project limited to 150 characters.

Example: Removal and installation of a new energy efficient climate control system for the Joint Automation Project's server room.

This abstract will be public and published; ensure it is spell-checked and accurate.

2. Description of Project

This should include a complete description of the project and construction activities.

If this project is a phase of a larger project, describe the entire project while emphasizing this phase.

★ At the end of the project description, include bullet points describing the main project components. DLD will use this bullet list to ensure all project milestones have been met when the project is being closed.

3. Impact of Project

Describe how the project will address one of the State Aid for Library Construction Priorities. The priorities are as follows:

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
4. provision of library services to geographically isolated or economically disadvantaged communities

What are the projected improvements to library services? It may be helpful to include demographic information here. For example, what is the free and reduced school lunch eligibility in your area? Poverty level, unemployment level, etc. Will your project help to mitigate any of these challenges?

4. Timetable

What are the estimated start and completion dates for the construction project? Be as specific as possible with the timetable, including all beginning and end dates for all contracted services.

5. Budget Narrative

The budget narrative should match the Project Budget entries and match all contractor quotes and estimates that are included in the project attachments. Include each proposed vendor with the construction work and cost, and indicate what costs will come from the library share. Figures should be rounded to the nearest dollar. If the vendor quote includes options, the narrative must indicate the chosen options and the associated cost.

Budget

Award Funds + Library Share = Total Project Cost

1. Like the other sections of the online portal, navigate the Budget section by selecting the links at the top of the page.

Purchased Services
Supplies & Materials
Equipment

Project Budget
Purchased Services (Code 40)
List all services to be purchased for the project, arranged, as appropriate, under Consultant Services or Purchased 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. Please see [Regulations of the Commissioner of Education Å90.12](#) for eligible/ineligible costs.

Please see [NYSED Grants Finance](#) (Fiscal Guidelines for Federal and State Grants) for more information on categories of budget components (purchased services versus supplies and materials).

When you are in the appropriate category, select “Add” in order to input the relevant information. Information must be saved by clicking “Save” before navigating to a new category.

Purchased Services
Supplies & Materials
Equipment

Project Budget
Purchased Services (Code 40)
List all services to be purchased for the project, arranged, as appropriate, under Consultant Services or Purchased 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. Please see [Regulations of the Commissioner of Education Å90.12](#) for eligible/ineligible costs.

Please see [NYSED Grants Finance](#) (Fiscal Guidelines for Federal and State Grants) for more information on categories of budget components (purchased services versus supplies and materials).

Purchased 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. **If the same vendor is purchasing supplies/equipment and installing/constructing, list this amount as Purchased Services. Please combine multiple expenses from the same contractor/vendor into one budget line.**

Supplies and Materials: when possible, consolidate items from same vendor. For example: ACME Furniture-shelving, tables, seating. **Do not** list as three items.

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

Save any changes first before adding a new record.

* 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
Total for all Budget Categories			
Cost*	Amount Approved	Expense Submitted	Expense Approved
\$0	\$0	\$0	\$0

Most expenses will likely be included in Purchased Services.

Ensure an entry for each quote/bid from every contractor that will be involved in the project is included.

Item b. Cost of Project for Which Funding is Being Requested on the Application Form will auto populate from what is input in the Project Budget sections.

Additional Funding Sources

1. The Application Form must be completed before proceeding to this section.

Excluding the NY State Construction Aid being requested, what other funding sources will be contributing to this project? These funding sources *can* include funds from Friends of the Library, funds from a municipality, state programs such as CREST, the library's capital account, etc.

Funding *cannot* come from SAM State and Municipal Facilities Program.

Additional Sources of Funding for this Construction Project

List funding sources that contribute to this construction project. Do NOT include the aid you expect to receive from this application. Note: The Application Form must be completed first, before you can complete the Additional Sources of Funding section.

Add Please save any changes before adding a new record.

Fund Source	Description	Amount
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Delete	Save	

Select "Add" to input each line item.

You must select "Save" after each item is added.

Attachments

Adding Attachments

1. To add project Attachments, select the Attachments link in the Application Checklist.

Application Checklist	
Project Number	Item
	Application Form (required)
	Additional Funding Sources (required)
	Project Narratives (required)
	Budget (required)
	FS-10 Forms (required) (3 original forms signed in blue ink and mailed to your PLS)
	Payee Information Form (required) (1 original form signed in blue ink and mailed to your PLS)
	NYSED Substitute W-9 Form (required) (1 original form signed in blue ink and mailed to your PLS)
	Attachments (required) All attachment files should be correctly identified and uploaded right-side-up.
	Assurances (required)
	Certificate/Proof of Available Funds to Finance Project (required)
	Short (or Full) Environmental Assessment Form (required)
	Pre-Construction Building Photographs (required) Please include photographs in one file with a description showing what each photo attachment. Provide a file name that clearly identifies the documents and the photo.
	Smart Growth Form (required)
	Certificate of 10 year minimum lease/legal agreement and project approval from building (if building/site is leased or otherwise legally available)
	Office of Facilities Planning approval (if building is owned by school district and project over \$10,000)
	State Historic Preservation Office (SHPO) Approval Documentation (if project meets SHPO requirements)
	Vendor quotes, cost estimates (required)
	Municipal Consent for Site/Building Acquisition Projects (optional)
<input type="button" value="Save Progress"/>	

The individual links to each required Attachment will include a brief description of that document.

All required Attachments are linked here:

<https://www.nysl.nysed.gov/libdev/construc/application> ★

Always check above for the linked forms – these will be the correct forms in case anything is updated during the application process.

2. Next, select Add Attachment.



3. Select Choose File and select the Attachment type from the dropdown list. Save.

Add Attachment

Please include photographs in one file with a description showing what each photo represents, preferably as a Word or PDF attachment. Provide a file name that clearly identifies the documents and the photos. File names should not contain any of the following special characters / ; * ? " ' < > , |. These special characters will cause an error preventing the file from being accessed.

File

No file chosen

Required Attachment – Assurances

1. All questions in the Assurances form must be answered.
2. This form must be signed by the President of the Library Board of Trustees and submitted as a PDF attachment.

Required Attachment – Proof of Available Funds

1. This attachment is necessary to ensure that the library has funds that will equal or exceed the library share amount.

Examples of what can be submitted for Proof of Available Funds includes: bank statements from checking and saving accounts, statements from CDs or money market accounts, a signed letter from the library Board President or Board Treasurer confirming the library has available funds, etc.

Required Attachment – Pre-Construction Building Photographs

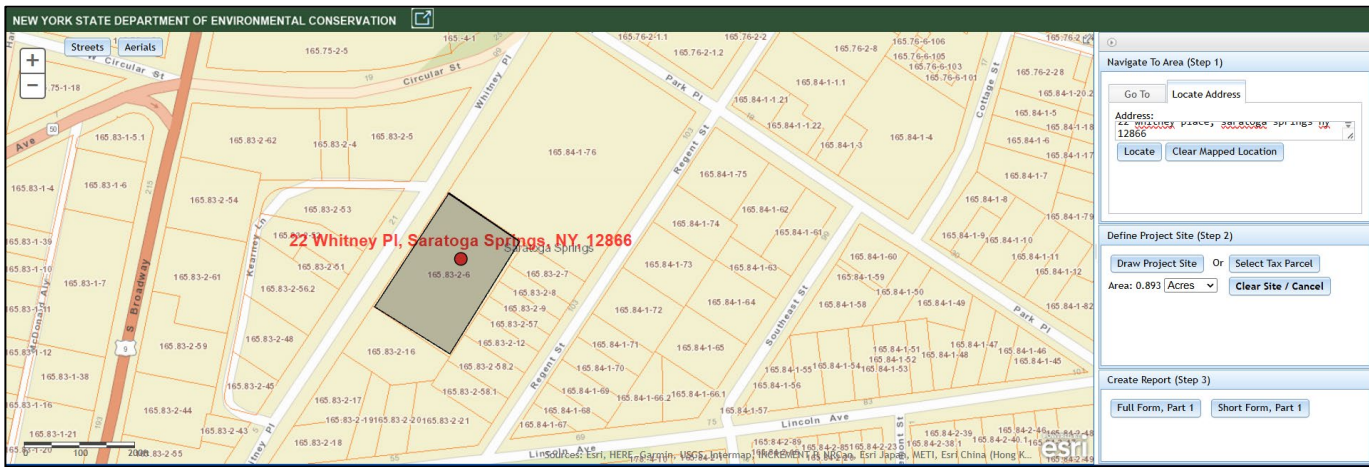
1. Include photos to show what work is being proposed.
2. These should be included in **one** PDF or Word file with *descriptions of each image*. Do not submit individual images.

Required Attachment – Short Environmental Assessment Forms

The Short Environmental Assessment Forms are comprised of three separate documents.

1. **Short Environmental Assessment Form – Part 1: Project Information.** All parts of this form must be completed, signed, and attached in the Attachments section of the project application.

★ The **EA Mapper** must be attached to Part 1.



Turn off pop-up blockers to use the EAF mapper. If pop-up blockers are not turned off, you will not be able to download the map.

In the right panel, it is easiest to input the address of the construction project site (usually, the library’s address). Next, select “Draw Project Site” and outline the project location with your cursor. Double click to complete the outline.

Last, select “Short Form, Part 1” to export the map.

The EAF Mapper will additionally automatically fill in some of the required fields in the form.

2. **Short Environmental Assessment Form Part 2 & 3.**

All fields must be completed, signed, and attached as PDF.

3. **Smart Growth Form**

All fields must be completed, signed, and attached as PDF. This form may be updated, so continue to check <https://www.nysl.nysed.gov/libdev/construc/application> for the most recent version.

Optional Attachment – SHPO Approval Documentation

1. A SHPO approval letter will be required if:

- a. The library building is 50 years old or older.
- b. The project involves ground disturbance.
- c. The library does not have a qualifying exemption from [Attachment 1](#).

2. Find out more about SHPO approval documentation here:

<https://www.nysl.nysed.gov/libdev/construc/shpo>

3. A SHPO approval letter can be obtained through the [Cultural Resource Information System](#).

4. The Cultural Resource Information System Help Guide can be found here:

<http://cris.parks.ny.gov/crishelp/>.

A SHPO approval letter may take several weeks to obtain. It is best to begin this process early.

Optional Attachment – Certificate of 10 Year Minimum Lease

1. This is optional if the library owns its building, or if the school district owns the building.

2. If the library leases the building, written proof must be submitted guaranteeing the use of the building for at least ten years from the date of the construction projects completion.

3. DASNY is concerned with site control – the lease letter should be signed, dated, and be on official letterhead.

Optional Attachment – Office of Facilities Planning Approval

1. “If the library building or site is owned by a School District or BOCES and the total State Aid for Library Construction 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 (OFP) for review and approval.” (<https://www.nysl.nysed.gov/libdev/construc/application>).

Required Attachment – Vendor Quotes/Estimates

1. Bids must list individual costs, include the contractor's name/address, a description of the work involved, include total cost, and be signed and dated.

★ Make sure the words “repair,” “remediate,” and “maintenance” are not used in any descriptions of work in the bid. This will be a red flag to DASNY!

Bids must come directly from a company that does the type of work – a bid cannot come from an architecture firm that is not doing the work themselves.

Optional Attachment – Municipal Consent for Site/Building Acquisitions Projects

1. This is required if the library is purchasing property (vacant land or building). Documentation from local municipality must be included, on letterhead, that the proposed use of the new building site is allowable per local land use.

Additional Forms to Submit to SALS

1. [Payee Information Form and Substitute W9](#)

- a. This form should be signed in blue ink (1 copy) and mailed to SALS. SALS will submit the form to DLD.
- b. Please fill in all required fields.

Confirm or renew your SAM registration here: <http://www.sam.gov>.

Find your FEIN Number here: <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>.

2. FS-10

- a. This is no longer required during the application process. Once the construction project awards are announced, SALS will reach out to request the forms.

Submitting the Application

1. Applications will be due to SALS at the end of August. When all application components and attachments have been completed, select “Submit.”

FS-10 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"/>
NYSED Substitute W-9 Form (required) 1 original form signed in blue ink and mailed to your PLS)	
Attachments (required) All attachment files should be correctly identified and uploaded right-side-up.	
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) Please include photographs in one file with a description showing what each photo represents, preferably as a Word or PDF attachment. Provide a file name that clearly identifies the documents and the photos.	<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 project meets SHPO requirements)	<input type="checkbox"/>
Vendor quotes, cost estimates (required)	<input type="checkbox"/>
Municipal Consent for Site/Building Acquisition Projects (optional)	<input type="checkbox"/>
Save Progress	
Submit	