

NY State Aid for Library Construction – Before You Apply

There are some tasks that can be completed before the New York State Office of Cultural Education Online Grant System opens each June to ensure you will be ready to submit your application by the required deadline. These tasks include:

1. Visiting the New York State Library's State Aid for Library Construction [Program Overview](#) and [Past Projects Approved by DLD](#).
2. Ensuring you have an Online Grant System Account in order to submit an application. If you do not have an account, you can [register here](#).
3. Completing the [Intent to Apply Survey](#) in SurveyMonkey by June 5, 2026 so SALS will expect your application and can offer assistance regarding your project.
4. Confirm and/or renew your registration in the Federal System for Award Management (SAM). To register in SAM, go to <http://www.sam.gov> and create an account. You will need the SAM expiration date and Unique Entity Identifier (UEI) to complete your application. If you are not registered in SAM or have not renewed your registration, it may delay receipt of any award funds.
5. Sign up for Electronic Funds Transfer (EFT) in the Statewide Financial System (SFS): <https://www.sfs.ny.gov/>. If you are not registered for EFT, you will receive a paper check for your award funds, which generally will take longer than EFT.
6. Ensure you have a FEIN Number (the 9-digit federal employer identification number, or tax identification number). To register for one, go here: <https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number>.
7. If your building is more than 50 years old or your NYS Construction Project will include ground disturbance, you must obtain SHPO (State Historic Preservation Office) Approval. This process can take up to several weeks, so it is best to begin early.
 - Visit New York State Library's SHPO Approval Documentation Overview: <https://www.nysl.nysed.gov/libdev/construc/shpo>
 - Apply for SHPO Approval via the Cultural Resource Information System (CRIS): <https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
8. Start obtaining quotes from contractors needed for your project. You will need to attach a cost estimate from each needed contractor on their letterhead as part of the required documentation.