



OWWL LIBRARY SYSTEM

CONSTRUCTION AID POLICY

PURPOSE

The OWWL Library System (the System) has adopted this Construction Aid Policy to establish guidelines, procedures, and best practices for administering the State Aid for Library Construction Program through New York State Library's Division of Library Development.

The primary goals of the System's Construction Aid Policy are to:

- Assist OWWL Libraries in securing funds for capital improvement projects
- Support OWWL Libraries' Board approved Facilities Plans
- Further the OWWL Libraries' efforts to ensure their facilities are accessible to all community members

Any public or association library 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 including the 42 OWWL Libraries serving Ontario, Wayne, Wyoming, and Livingston Counties.

ELIGIBILITY

Costs that are eligible for State Aid for Library Construction are outlined in New York Codes, Rules and Regulations Title 8 – Education §90.12 State Aid for Library Construction. These include site acquisition, new construction, renovation, rehabilitation, emergency generators, outdoor signage, assistive technologies, and broadband installations and upgrades.

Routine maintenance and repairs, books and materials, furniture or furnishings not part of a larger project, and landscaping are not eligible costs.

Projects should increase services, access, and/or sustainability. Libraries should refer to Education §90.12 State Aid for Library Construction and consult with the System's program administrator to determine the eligibility of their project before beginning the application process.

APPLICATION PROCESS

Each year the System establishes a timeline for the upcoming State Aid for Library Construction Aid cycle. In order to apply for Construction Aid, libraries must adhere to all deadlines.

[Intent to Apply](#)

The Intent to Apply is the first step in communicating to the System that a library intends to pursue State Aid for Library Construction. The information submitted in the Intent to Apply is used by the System's Construction Aid Award Committee to determine project eligibility and the level of funding for each library.

The Intent to Apply must include a brief description of the project, an approximate timeline of the project, contractor quote(s) with total project costs, and proof that the library has the available funds to carry out this project.

The Intent to Apply is required by the System, libraries cannot start working on the full State Aid for Library Construction Application until their Intent to Apply has been deemed eligible and approved by the System's Board of Trustees at the funding level recommended by the Construction Aid Award Committee.

Libraries that do not submit an accurate or complete Intent to Apply will be ineligible for Construction Aid for that cycle.

Determination of Awards

State Aid for Library Construction projects may be awarded up to 50% of the total approved project costs. The System's Construction Aid Award Committee will determine the level of funding for each project based on the number of eligible projects submitted that cycle and a library's three-year award history. In highly competitive cycles, the Committee may prioritize projects that improve access and include upgrading library facilities to be in compliance with current Americans with Disabilities Act Standards.

The Committee will make their recommendations for funding to the System's Board of Trustees. Libraries will be notified of their award amount following Board approval and will have one week to confirm that they are moving forward with their project. Following approval and acceptance, libraries may begin the full State Aid for Library Construction application in the State's online portal.

Libraries should be aware that in highly competitive cycles, award amounts may be less than 50%. The System cannot guarantee award percentage amounts to libraries from year to year.

REDUCED MATCH ELIGIBILITY

As the result of legislation passed in 2011, public and association libraries that are located in an economically disadvantaged community may be awarded up to 75% of their total approved project costs. Libraries should refer to the System's Reduced Match Eligibility Requirements Policy and consult with the System's program administrator to determine if their project meets the criteria for Reduced Match.

STATE AID FOR LIBRARY CONSTRUCTION APPLICATION

The System will establish a deadline for all libraries moving forward to complete the full State Aid for Library Construction Application in the online portal. Libraries are responsible for completing the application in its entirety by this deadline; libraries that do not meet this deadline will be ineligible to continue for that grant cycle and funds will be reallocated to eligible libraries.

A full timeline and overview of the application process are available to library Directors and key staff on OWWL Docs.

DLD AND DASNY APPROVAL

Following submission of the full State Aid for Library Construction Application, the Division of Library Development (DLD) and the Dormitory Authority of the State of New York (DASNY) must approve all applications prior to funding distribution.

ONGOING USE EVALUATION

The System's Construction Aid Policy will be evaluated periodically by the Executive Director, system staff, and Board of Trustees, and may be changed or terminated at any time at the discretion of the Executive Director as authorized by the Board of Trustees.

Adopted: February 9, 2022