

**2024-2030 New York State
Public Library Construction Aid
CCLS Intent to Apply Package Instructions**

CCLS Timeline for 2024 CCLS and NYS Construction Aid Applications

- **Friday, July 12: Completed Intent to Apply Package must be submitted to Jan**
- **Friday, July 12:** Deadline for site visits with Jan.
- **NEW Monday, July 15 – Friday August 9:** CCLS Trustee Library Site visits **NEW**
- **Wednesday, August 14:** CCLS Board of Trustees votes on final allocations of CCLS funds
- **Thursday, August 15:** Applicants notified of CCLS Board allocation decisions
- **Friday, September 13:** Deadline for successful applicants to complete NYS online application
- **Tuesday, October 1:** CCLS staff certification and submission of applications to NYS
- **Fall 2025 (estimate based on recent years):** Official NYS grant award letters received
- **Late Fall 2025 (estimate based on recent years):** 90% funding received
- **June 30, 2030:** Projects must be completed (remaining 10% funding paid on completion of final report)

Steps to Apply

Please submit a complete Intent to Apply Package containing the items listed below to Jan Dekoff via email (jdekoff@cclsny.org) or CCLS Delivery.

- **CCLS Intent to Apply form**
 - This form requires both the Director’s and the Board President’s signature.
- **State Historic Preservation Office approval or proof of listed exemption on SHPO Attachment**
 - [Memorandum of Understanding and Attachment 1](#) (only required if your library is more than 50 years old)
 - **There have been changes made to who needs SHPO approval**
 - i. **Contact Jan to see if this impacts your library**
 - Receipt of this mandatory letter can take weeks or months – don’t delay!
 - Submit requests for approval via the CRIS online portal:
<https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
 - Use CRIS as a GUEST if you don’t have a current account
 - Select Submit from the top bar menu (unless you have a number with SHPO)
 - Choose Consultation Project from the list of wizards on the Submit page
 - Helpful webinar explaining the SHPO process
 - <https://www.nysl.nysed.gov/libdev/webinars/index.html#Recent>
- **Detailed Contractor Quote(s)** to cover all parts of the project. Only one per project part is needed now, although it is encouraged that you get at least three quotes or bids prior to the start of the project.
- **Photographs** that show the locations in the building or on the grounds where work will be done. Include brief explanation of the work to be done in each area pictured.
- **Proof of 10-year lease** (only required if you do not own your building)

Successful applicants will be informed no later than August 15. Approved applicants will have until September 13 to complete the full NYS online application.

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Intent to Apply Form

Director Name:

Library:

Library EIN#

Project Title:

Describe the project in one sentence:

Describe the project briefly but completely:

How will this project improve service to community members?

Describe why your project is important and what positive impacts it will have:

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Project Start Date (Estimated)

Project End Date (Estimated)

Total Project Cost:

Requested Match Amount (must be confirmed by Jan)

75%/25%

90%/10%

Funding requested (up to 75% - 90% of total cost):

Library Match Funds (10%-25%)

Attachments Checklist:

Pictures that show the locations in the building or on the grounds where work will be done. Include brief explanation of the work to be done in each area pictured. (Pictures should be labeled and submitted as either a Word document or PDF.)

Proof of SHPO Approval or exemption *or* Library is less than 50 years old

Proof of 10-year lease is attached *or* Library owns its building

Contractors Quote(s)

Library has funds available to cover its share of the cost *or* Library has a fund-raising plan

Name of Library Director

Name of Library Board President

Signature of Library Director

Signature of Library Board President