NYS Public Construction Grant Program

Application Completion and Submittal
Online Application Process

- All applications must be submitted via the Online Portal. Since this portal is not always open in a timely manner, you will receive a “Construction Grant kit” at the site visit. This “paper copy” is for draft purposes only to collect necessary information while the library is waiting for the portal to open. You still have to create an online account (see next slide) and enter the data into the online portal.

- All forms must be printed from the Online Portal...do not get any original signatures on the Construction Grant kit paper copies as these may not be the newest version of the form.
If you do not have an account, you will need to create an account

• Go to [https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do](https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do)
  Fill out the application form and click “submit”

• You will typically receive your new username and password within 48 hours from the State
Go to the Online Portal: https://eservices.nysed.gov/ldgrants/ldgext/diRegistration.do and enter the username and password you received from the State. Note: You may be asked to change your password when you log into the Online Portal.
Once you have entered your username and password, you will be taken to your “HOME” page. Click on “Library Construction Application.”
Once you have received your username and password, go to the Online Portal: [https://eservices.nysed.gov/ldgrants](https://eservices.nysed.gov/ldgrants) and enter the username and password you received from the State.
Once you have entered your username and password, you will be taken to your “HOME” page. Click on “Library Construction Application.”
Click on “Start new application.”
Navigate between the different main pages using the links on the navigation bar at the top.

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Number</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form (required)</td>
<td>0386-13-4369</td>
<td></td>
</tr>
<tr>
<td>Additional Funding Sources (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Narrative (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FS-20 Forms (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3 original forms signed in blue ink and mailed to your PLS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payee Information Form (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 original form signed in blue ink and mailed to your PLS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachments (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assurances (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate/Proof of Available Funds to Finance Project (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short (or Full) Environmental Assessment Form (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Construction Building Photographs (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smart Growth Form (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of 10 year minimum lease/lease agreement and project approval from building owner (if building/site is leased or otherwise legally available)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Facilities Planning approval (if building is owned by school district and project over $10,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Historic Preservation Office (SHPO) Approval Documentation (if building is more than 50 years old or in a historic district)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor bids and/or quotes, cost estimates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save Progress
Click on each link, complete all necessary forms and attach all necessary documents. Keep track of your progress. Place a check mark in the box to indicate completed and then click on the “Save Progress” button at the bottom of the page.
Application Form

• Gather ALL of the answers to the questions on the application form BEFORE you start filling it out; the application cannot be saved unless EVERY question is answered.

• Some parts will be pre-filled with information from the Division of Library Development (DLD) and cannot be changed.

Notice the pre-filled information.

Construction Project Manager fills in.
Instructional Messages

Afraid you will miss something on the application? No worries! The program lets you know what you have missed.

Watch for “instructional/error” messages which are displayed in red.
Project Narratives

• Click on EACH link and complete every section of the Project Narratives
• Once you type your narrative in for a section, click “SAVE” before clicking on the link for the next section
Budget

- Click on the link for the appropriate category (usually Purchased Services)
- Once you choose the correct category, click on “ADD” to open a record to enter your information (contractor(s), supplies, equipment, etc.)
- Make sure you save information before opening a new category or clicking to add another record
FS-20

• Choose the format you prefer (HTML or PDF) and print 4 copies
• Fill in the first page and leave page two blank except for the date and signature IN BLUE INK
• Send to the North Country Library System (along with two copies of the Payee Form – see next slide)
Payee Form

• Click on the link for the “Payee Information Form”
• Print, complete and sign (IN BLUE INK) two copies of the Payee Form
• You do NOT need a DUNS Number and CCR number (they ARE required if you are seeking Federal funding but not for State funding like the NYS Construction Grant Program)
• If you HAVE a NYS Vendor #, enter this number on the Payee Form. If you do NOT have a NYS Vendor # (or have not previously completed a Substitute W-9), you must complete the Substitute W-9.
• Send to the North Country Library System
Attachments

- To view all of your attachments (or to add an attachment), click on the “Attachments” link.
- To read a little about the document before adding the attachment, click on the individual link for each document.
Attachments

• Once you have read the description, attach the document by clicking on “Attached”. Then click on “Add an Attachment” on the following screen.
Attachments

• Browse for the document
• Change the “Short Description of File” to match what document you are attaching
• Upload each document following the same procedure
Print or Save Library Application

• Click on the links at the bottom of the page to print or save the application to your desktop
Submit Library’s Construction Application

• When you have completed ALL necessary forms and attached ALL necessary documents, click on the “Submit Application” button at the bottom of the page.

The deadline for submittal of the library’s application is provided right on the online application.