



## New York State Public Library Construction Grant *Typical* UHLS Timeline

<b>January-June</b>	<p>Project preparation - determine project(s); consult contractors/architects/engineers; estimate total project cost; determine funding plan for library matching funds (capital funds, endowment, FotL, fundraising, etc.)</p> <p>UHLS determines annual 75% eligibility list (90% eligibility list is determined by NYS DLD with final determination details and schedule TBD)</p>
<b>June 1</b>	<p>NYS grant application software opens for member libraries to input grant information and required attachments for application submission</p>
<b>July 1</b>	<p>Project work eligible for funding in the current construction grant application cycle may begin</p>
<b>August 1</b>	<p><b>Initial application submission deadline</b> - Applying library will submit an initial online application which MUST include the following elements:</p> <ul style="list-style-type: none"><li>- Completed application form with a <b>FINAL PROJECT COST</b> (<u>this will be the number the % grant award will be based on</u>);</li><li>- Additional Funding Sources;</li><li>- Project Narratives;</li><li>- Project Budget; and</li><li>- Contractor's Quote which reflects the Final Project Cost above (note this is the ONLY attachment required for this deadline).</li></ul>
<b>August 1-30</b>	<p>UHLS will contact each applying library to discuss the project(s) in more detail in order to better understand the relative scalability of the project, the specific staging and sequencing needs of the project for the library, etc. <u>At this time, each applying library will also be required to define a minimum grant award amount that would still allow the library to move forward with the project as described in the application.</u></p>
<b>September 1</b>	<p><b>Final application submission deadline</b> – Applying library must submit the final completed online application including all required attachments.</p>
<b>September</b>	<p>Final applications are reviewed by UHLS staff; necessary revisions made in consultation with the member libraries; UHLS Services Committee reviews applications and recommends an award distribution (including all 75% awards)</p>

and 90% awards) to the UHLS Board at their September 14 meeting; all applying libraries are notified of the approved award distribution.

- October 1** UHLS member library applications with UHLS approved award recommendations are submitted to DLD.
- November-March** DLD review of all applications - UHLS and member library address any questions generated; DASNY review of all applications - DLD, UHLS, and member library address any questions generated.
- April-May** UHLS and member library notified of final approval of application and award amount.
- July-August** Grant award disbursement is part of the NYS budget process. 90% of awarded amount is disbursed directly to the member library, final 10% is disbursed upon completion of the project and the grant completion requirements.
- June 30**  
**(4 years after application)** Project must be completed (if not, a 1 yr. extension may be requested)  
**(5 years after application)** Project must be completed (if not, grant \$ goes back to NYS)

**Note that the completion deadlines for several project years have been extended in response to the COVID-19 pandemic. Consult with UHLS for specific information.**