

2023 Construction Grant Application Checklist

- Application form, filed online
- Narrative, filed online, that includes:
 - Abstract
 - Description
 - **Impact statement**
 - If applicable, justification that the library is eligible for the reduced match
 - Timetable
 - Budget narrative
- Contractor quote documents uploaded (on contractor letterhead)
- Certification of available funds to finance project, uploaded
- Additional Funding Sources, filed online
- Bond paperwork, uploaded (**if applicable**)
- Certification of required minimum lease/legal agreement & project approval from building owner, uploaded (**if applicable**)
- Office of Facilities Planning approval, uploaded (**If applicable**)
- SHPO approval documentation, uploaded or filed online (**if applicable**) (either a citation from Appendix A or a PDF of their approval letter)
- Municipal consent for acquisition projects (**if applicable**)
- Short Environmental Assessment Form (**all three parts + map**)
- Smart Growth Form (signed in **blue ink**)
- FS-10 Form (**3 hard copies, signed in blue ink to be sent to Laura after award amount is confirmed**)
- Payee Information Form & Substitute W-9 (**1 hard copy of each, signed in blue ink sent to Laura**)
- Photographs (pre-project; all photos **labeled** and uploaded **in a single Word or PDF document**)
- Assurances, uploaded (signed in **blue ink**)

All forms are downloadable online at: [State Aid for Library Construction: Division of Library Development: NYS Library \(nysed.gov\)](https://www.nysed.gov/state-aid-for-library-construction)