

2019 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 and 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**) (signed in blue ink)
- Smart Growth Form (signed in blue ink)
- FS-10 Form (**3 hard copies**, signed in blue ink **with project costs left blank** sent to Casey)
- Payee Information Form & Substitute W-9 (**2 hard copies**, signed in blue ink sent to Casey)
- Photographs (pre-project; uploaded)
- Assurances, uploaded (signed in blue ink)



All forms are downloadable online at: <http://www.nysl.nysed.gov/libdev/construc/index.html>