# 2024 Construction Grant Application Checklist

☐ Application form, filed online

☐ Narrative, filed online, that includes:

- o Abstract

- o Description

- o **Impact statement**

    - ▪ If applicable, upload justification that the library is eligible for the reduced match (American Community Survey Table Search)

- o Timetable

- o 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 Memorandum of Understanding and Attachment 1 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 <mark>blue ink</mark>)

☐ Payee Information Form <u>& Substitute W-9</u> (***1 hard copy of each***, *<mark>signed in blue ink</mark> sent to Laura*)

  Photographs (pre-project; all photos **labeled** and uploaded **in a single Word or PDF document**)

☐ Assurances, uploaded (signed in <mark>blue ink</mark>)


**All forms are downloadable online at:** State Aid for Library Construction: Division of Library Development: NYS Library (nysed.gov)

MID-HUDSON LIBRARY SYSTEM