

New York State Education Department  
NEW YORK STATE LIBRARY  
Division of Library Development

**PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM**  
**(Program Period: July 1, 2010 – June 30, 2013)**

**APPLICATION FORM**

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**APPLICANT INFORMATION**

1. Chartered name of library/system: \_\_\_\_\_
2. Mailing address:  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_
3. Library/system director:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Federal I.D. Number: \_\_\_\_\_
5. Public Library System: \_\_\_\_\_

**BUILDING INFORMATION** – Please provide the following information for the building (existing or proposed) or site that is the subject of this application.

6. Building Name: \_\_\_\_\_
7. Main library \_\_\_\_\_ Branch library \_\_\_\_\_ System headquarters \_\_\_\_\_ Other \_\_\_\_\_
8. Street Address (if different from above):  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_
9. County: \_\_\_\_\_
10. School District: \_\_\_\_\_
11. Congressional District: \_\_\_\_\_
12. NYS Election districts: Assembly \_\_\_\_\_ Senate \_\_\_\_\_ Judicial District(s) \_\_\_\_\_

13. Library building is or will be accessible to persons with disabilities:

Physical access: Yes \_\_\_\_\_ No \_\_\_\_\_

Program access: Yes \_\_\_\_\_ No \_\_\_\_\_

14. Library building is:

\_\_\_\_\_ Owned by applicant

\_\_\_\_\_ Leased by applicant with a minimum of 10 years lease term from the date of anticipated project completion.

\_\_\_\_\_ Otherwise legally available (i.e., situated in a local municipal building)  
(If leased or otherwise legally available, see application instructions for additional details.)

15. Library site is:

\_\_\_\_\_ Owned by applicant

\_\_\_\_\_ Leased by applicant with a minimum of 10 years lease term from the date of anticipated project completion.

\_\_\_\_\_ Otherwise legally available (i.e., situated in a local municipal building)  
(If leased or otherwise legally available, see application instructions for additional details.)

16. Date of initial construction of library building: \_\_\_\_\_

a. Is the building in a historic district? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Is the building over 50 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes to 16a or 16b, applicant must contact the State Historic Preservation Office and include a copy of SHPO project approval with this application.)

17. Is this library building owned by a school district? Yes \_\_\_\_\_ No \_\_\_\_\_

a. Which school district? \_\_\_\_\_

b. Will the total project cost be \$10,000 or more? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes to 17 and 17b, applicant must contact SED Office of Facilities Planning and include an OFP Certificate of Project Approval with this application.)

### **PROJECT DETAILS**

18. Construction Project Manager (must be Library staff or Board member):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

19. Construction Project Application is for (check all that apply):
- |   |   |
|---|---|
| <input type="checkbox"/> New Construction                                     | <input type="checkbox"/> Energy Conservation                  |
| <input type="checkbox"/> Building Expansion                                   | <input type="checkbox"/> Accessibility                        |
| <input type="checkbox"/> Site Acquisition (see instructions for more details) | <input type="checkbox"/> Other (please describe in narrative) |
| <input type="checkbox"/> Renovation/Rehabilitation                            |   |
20. Estimated Project Costs (contractor quote or bid documents must accompany application):
- a. Total Project Cost (see instructions) \$ \_\_\_\_\_
- b. Cost of Project for Which Funding is Being Requested (see instructions) \$ \_\_\_\_\_
21. Amount of Public Library Construction Program Funds requested for this project (cannot be more than 50% of amount on Question 20b): \$ \_\_\_\_\_
22. Is or was the project funded, in whole or in part, by funds secured through the issuance of tax-exempt bonds, bond anticipation notes, revenue anticipation notes or a similar form of obligation? (If yes, please see instructions.)
- Yes \_\_\_\_\_ No \_\_\_\_\_
23. a. This project is expected to start on or before \_\_\_\_\_  
b. This project was started on \_\_\_\_\_ and is not complete at the time of this application.
24. This project is expected to be completed by \_\_\_\_\_.
25. Construction Project Narrative (see instructions)
26. Other Required Attachments to Application (see instructions for more details):
- Certification of Available Funds to Finance Project
  - Certification of 10 year minimum lease/legal agreement and project approval from building owner
  - SED Office of Facilities Management Certificate of Project Approval (for school district public libraries owned by the school district)
  - State Historic Preservation Office (SHPO) Approval Documentation
  - Short Environmental Assessment Form
  - FS-20 Forms
  - Payee Information Form
  - Building Photographs

**ASSURANCES**

The applicant hereby gives assurances of the following: (make sure all boxes are checked)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
  
- The project will begin construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.
  
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.
  
- In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

**AUTHENTICATION OF APPLICATION**

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the \_\_\_\_\_  
\_\_\_\_\_ Library at a legal meeting on \_\_\_\_\_ 2010.

Signature of President, Library Board of Trustees: \_\_\_\_\_

Name of President (type or print): \_\_\_\_\_