

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

\$14 MILLION PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM
(Program Period: July 1, 2009 – June 30, 2012)

APPLICATION FORM

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 _____ 2009.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): _____