

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

\$14 MILLION PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM
 (Program Period: July 1, 2011 – June 30, 2014)

APPLICATION PACKET COVER SHEET AND CHECKLIST

Application: _____ **Application Date:** _____

Building Name: _____ **Award Amount Requested:** _____

<u>Item</u>	<u>Attached</u>		<u>Comments</u>
	Yes	No	
Application Form	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Attachments (see instructions)</u>			
Construction Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
Project Cost Estimate (Contractor Quote/Bid Documents)	<input type="checkbox"/>	<input type="checkbox"/>	
Certification of Available Funds to Finance Project	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate of required minimum lease/legal agreement and project approval from building owner	<input type="checkbox"/>	<input type="checkbox"/>	
Office of Facilities Planning approval (if building is owned by school district and project over \$10,000)	<input type="checkbox"/>	<input type="checkbox"/>	
SHPO Approval Documentation (if building is more than 50 years old or in an historic district)	<input type="checkbox"/>	<input type="checkbox"/>	
Short Environmental Assessment Form http://www.dec.ny.gov/docs/permits_ej_operations_pdf/shorteaf.pdf	<input type="checkbox"/>	<input type="checkbox"/>	
FS-20 Forms	<input type="checkbox"/>	<input type="checkbox"/>	
Payee Information Form	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
For Systems Use			
Application Packet Complete	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation and Recommendation Form	<input type="checkbox"/>	<input type="checkbox"/>	
For SED Use			
Application Packet Complete	<input type="checkbox"/>	<input type="checkbox"/>	