



# Pioneer Library System

LIBRARY:

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PROJECT:

## FY 2023 State Aid for Library Construction Application Checklist

### BEFORE YOU APPLY

**Due to Pioneer Library System June 1, 2022:**

- Intent to Apply Form
- Proof of Available Funds
- Contractor Quote(s)

Libraries should also have/be preparing the following for the full application:

- SAM Registration Renewal (only required if the library has previously had a SAM Account)
- SHPO Approval (if building is 50+ years old, in a historic district, or there will be ground disturbance)

### ONLINE APPLICATION

**Completed after PLS Board award notifications are sent and due to PLS August 26, 2022:**

- Application Form
- Additional Sources of Funding (list all sources of funding, public and private)
- Project Narratives (complete all five sections)
- Budget (funding amount requested; most libraries contract the entire project (Code 40))
- Required Attachments (scanned and uploaded to the online application)
  - Assurances (must be signed by the Board President at a Board Meeting before the application deadline to PLS)
  - Certificate/Proof of Available (examples: a bank statement, proof of bond, legislative member item, or letter by board official on official letterhead)
  - Short Environmental Assessment Form
  - Smart Growth Form
  - Vendor Bids/Quotes (include a quote from each, if more than one; must include breakdown of individual costs, be signed and dated, and should look official)
  - Site Map
  - Pre Project Photos (before photos of the site; can be uploaded on one document)
- Additional Attachments (may not be required for all applications)
  - Certificate of 10 Year Lease/Legal Agreement (if the library does not own its building)

- Municipal Consent for Site/Building Acquisition Projects (documentation from the municipality that the proposed use of the site/building that is being acquired is allowable according to local land use)
- SED Office of Facilities Planning Certificate of Project Approval (required only if the building is owned by a school district and project total cost is over \$10,000)
- SHPO Approval (if building is 50+ years old, in a historic district, or there will be ground disturbance)

#### **ORIGINAL DOCUMENTS THAT MUST BE SUBMITTED TO PLS**

**These documents should be printed single sided. Do not staple documents together.**

- FS-10 Form (provide three one-sided originals signed in **BLUE ink**; leave code categories blank)
- Payee Form (provide one original signed in **BLUE ink**)
  - Federal Employee ID Number (FEIN or EIN)
  - NYS Vendor ID Number
  - DUNS Number (required if the library has previously had a DUNS Number)
  - SAM Expiration Date (required if the library has previously had a SAM Account)
- Substitute W-9 (provide one original signed in **BLUE ink**)
  - Federal Employee ID Number (FEIN or EIN)

#### **COMPLETED BY PLS**

- Review/Evaluation Form
- Reduced Match Justification Form
- Construction System Contact Person
- Reduced Match Justification Letter (attachment)

**Questions?** Contact Suzanne Macaulay at [smacaulay@pls-net.org](mailto:smacaulay@pls-net.org) or 585-394-8260 x1106.