OWWL LIBRARY SYSTEM

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FY 2025 State Aid for Library Construction Application Checklist

PROJECT NUMBER:

PART I: ONLINE APPLICATION

Libraries may begin the online application after the OWWL Library System Board aid award notifications are sent and confirmed. Completed applications must be submitted by Friday, September 6, 2024.

- ☐ Application Form (all fields in this this section must be completed before Saving)
- ☐ Additional Funding Sources (list all sources of funding, public and private)
- ☐ Project Narratives (complete all five sections; bullet points preferred)
- ☐ Budget (most libraries contract the entire project/use 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 System)
    - ☐ Certificate/Proof of Available Funds to Finance Project (ex: a bank statement, proof of bond, etc.)
    - ☐ Short Environmental Assessment Forms (two forms: SEAF Part 1 and SEAF Part 2 & 3)
    - ☐ Smart Growth Form
    - ☐ Vendor Bids and/or Quotes (include a quote from each, if more than one; must include breakdown of individual costs, be dated, and should look official)
    - ☐ Pre-Construction Building Photographs (before photos of the site; must be uploaded on one document and labeled)
- ☐ Additional Attachments (may not be required for all applications)
    - ☐ Certificate of 10 Year Minimum Lease/Legal Agreement (if the library does not own its building; if lease does not have a hard date a library must get a letter from the owning entity that states "the library has use of the space for 10 years from the project's completion date")
    - ☐ 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 (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)

PART II: ORIGINAL DOCUMENTS

These documents should be printed single-sided, signed in blue ink, and sent to OWWL Library System via Delivery. Do not staple documents together or fold documents. Your application is not considered complete until these documents have been received.

- ☐ Payee Form
  - ☐ Federal Employee ID Number (FEIN or EIN; required)
  - ☐ NYS Vendor ID Number (required)
  - ☐ UEI Number (required)
  - ☐ SAM Expiration Date (if the library has previously had a SAM Account)
- ☐ Substitute W-9
  - ☐ Federal Employee ID Number (FEIN or EIN; required)

NOTE: Libraries no longer need to complete the FS-10 at this time. Libraries will complete this step following DASNY approval of the project and immediately prior to the disbursement of the first 90% of aid funds (approximately Fall 2025).

Questions? Contact Suzanne Macaulay at smacaulay@owwl.org or 585-394-8260 x1106.