CONSTRUCTION GRANT
APPLICATION CHECKLIST

BEFORE YOU APPLY:

☐ Pioneer Library System Intent to Apply Form
☐ Federal Employee ID Number (FEIN or EIN)
☐ NYS Vendor ID Number
☐ DUNS Number (Only required if the library has previously had a DUNS Number)
☐ SAM Registration (Only required if the library has previously had a SAM Account)

ONLINE APPLICATION:

☐ Application Form – This section must be completed all at once to save, please plan accordingly.
☐ Additional Sources of Funding – List all sources of funding, public and private.
☐ Construction Project Narrative – Be sure to fill out all sections.
☐ Budget – Funding amount requested. Most libraries contract the entire project and select Code 40.

SIGNED DOCUMENTS MUST BE SCANNED AND ATTACHED TO THE ONLINE APPLICATION:

Required for all projects:

☐ Assurances form – Must be signed by your Board President at a Board Meeting before the application deadline to PLS.
☐ Short environmental assessment form (SEAF)
☐ Location Map
☐ Smart Growth form
☐ Certification of available funds – e.g. a bank statement, proof of bond, legislative member item, or letter by board official on official letterhead.
☐ Contractor Quote/Bid Documents - Unless using one general contractor, include a quote from EACH. Bids must include breakdown of individual costs, be signed & dated, and should look official.
☐ Photographs – “Before” photos of the site. Should be in color, upload as individual documents.
May be required:

- SHPO approval – May be required if building is 50+ years old, in a historic district, or there will be ground disturbance. This is a separate, month-long process, please plan accordingly!
- Long environmental assessment form - Required only if indicated by the SEAF.
- Certification of required minimum lease/legal agreement and project approval from the building owner - Required only if you rent the building.
- Office of Facilities planning approval - Required only if your building is owned by a school district and project total cost is over $10,000.
- Certificate of Occupancy – Required if the project requires that a local “Certificate of Occupancy” be obtained at the completion of the project.

ORIGINAL DOCUMENTS THAT MUST BE SUBMITTED TO PLS:

- FS-10 Forms – Provide THREE (3) one-sided originals signed in BLUE ink. Leave code categories blank.
- Payee Form & W-9 – Provide TWO (2) originals signed in BLUE ink.

Questions? Contact Ron Kirsp at rkirsp@pls-net.org or 585-394-8260 x103.