



# Pioneer Library System

LIBRARY: \_\_\_\_\_

PROJECT: \_\_\_\_\_

## 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 Kirsop at [rkirsop@pls-net.org](mailto:rkirsop@pls-net.org) or 585-394-8260 x103.