

NY State Aid for Library Construction - Checklist

- Application Form – all fields completed
- Additional Funding Sources
- Project Narratives
- Budget
- FS-10 Forms – 3 copies signed in **blue ink** and mailed to SALS
- Payee Information Form – 1 copy signed in **blue ink** and mailed to SALS
- NYSED Substitute W9 Form – 1 copy signed in **blue ink** and mailed to SALS
- Attachments
 - Assurances form
 - Proof of Available Funds (examples: bank statements, bond certification, official documents signed by financial authority, etc.)
 - Short Environmental Assessment Forms
 - SEAF Part 1 (with EAF Mapper attached)
 - SEAF Part 2 & 3
 - Smart Growth Form
 - Pre-Construction Building Photographs (in one PDF/Word file with descriptions)
 - Smart Growth Form
 - Certificate of 10yr Lease (if building/site is leased)
 - Office of Facilities Planning Approval (if building is owned by school district and project over \$10,000)
 - Vendor Quotes/Cost Estimates
 - Municipal Consent for Site/Building Acquisition Projects (optional)