

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)
 - ☐ State Historic Preservation Office (SHPO) Approval Documentation (optional)
 - ☐ 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)