**Florida Department of State, Division of Library and Information Services**

**R.A. Gray Building, 500 South Bronough Street, Tallahassee, FL 32399-0250**

***Public Library Construction Grant Program***

Payment Request #1

At least 30% of the project must be completed before this payment request can be submitted. Complete this form and submit along with the following items, or indicate that the items are already on file with the Division.

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

| Required Document | On File With the Division | **Attached** | **Not Applicable** |
| --- | --- | --- | --- |
| 1. Specific location of site and a narrative evaluation of the site of the building to be constructed, expanded or remodeled that is prepared and signed by a professional librarian functioning as the building consultant. The site evaluation should justify the choice of site considering:
2. Community growth and traffic pattern projections for the future;
3. Adequate parking, taking into consideration local zoning and building codes;
4. Convenient access to major pedestrian and vehicular traffic routes; and
5. Physical characteristics of the site.
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| 1. Assurance, such as a deed showing that the applicant has legal title to the property and building, a long-term lease of not less than 20 years or a resolution adopted by the applicant's governing body, that the applicant has unconditional use of the site and the building. If a resolution is used as proof, it shall state whether the applicant owns or leases the site and building.

If the applicant is partnering with another entity to construct a library building where the ownership or unconditional use of the building will not be transferred until the completion of the construction project, a legal agreement, such as an interlocal agreement, can be provided in lieu of ownership documentation. |  |  |  |

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| 1. A comparison of the proposed project to .6 square feet per capita for total floor space and standards for library facilities and services. Cite standards used and the source of standards. This shall include at a minimum:
2. Total floor space;
3. The amount and kind of space required for all library functions, including both public and staff areas, meeting space, and space for specific services;
4. Shelving requirements;
5. Staffing requirements;
6. Lighting requirements; and
7. Telecommunications and electrical requirements.
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| 1. A list of the kind and amount of initial furniture and equipment needed for the project.
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| 1. Subsurface soil analysis. If problems are identified in the analysis, the Division must be informed of how the problems will be corrected.
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| 1. Certification that the construction project will be in compliance with Federal Executive Order 11988 Floodplain Management, as amended by Executive Order 12148, including certification that the use of flood plains in connection with the construction will be avoided as far as practicable. If problems are identified in the analysis, the Division must be informed of how the problems will be corrected.
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| 1. Assurance that the proposed construction project will not have an adverse effect on historic properties listed or eligible for listing on the National Register of Historic Places.
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| 1. Final floor plan with furnishings and equipment.
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| 1. Final site plan.
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| 1. Final elevations.
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| 1. Changes in the final floor plan, site plan and elevations after the project has been let for bid.
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| 1. Certification that the project was competitively bid and awarded in accordance with Section 255.20, Florida Statutes and local bidding requirements. If competitive negotiations are used, the certification shall include that the contract was awarded in accordance with Section 287.055, Florida Statutes.
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| **Required Document** | **On File With the Division** | **Attached** | **Not Applicable** |
| 1. Executed contract for architectural services between the owner and architect.
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| 1. Complete and executed contract(s) for construction that shows the total cost to construct the facility or the guaranteed maximum price.
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| 1. Application and Certificate for Payment (AIA Document G702) and Continuation Sheet (AIA Document G703), or the equivalent, showing at least 30% of the project completed.
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*I hereby certify that the information provided is accurate to the best of my knowledge; that all provisions of the library construction guidelines and the grant agreement have been met; that sufficient local matching funds have been disbursed, obligated, or are currently available; and that at least 30% of the project has been completed.*

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| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager or Authorized Official | Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Financial Officer of Governing Body |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print/Type Name |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print/Type Name |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Agency |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Agency |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

Do Not Write Below This Line – For DLIS Use Only

Required documents have been submitted and minimum performance levels
have been satisfactorily completed by the recipient. Yes No

DLIS Payment Request Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Authorized Official Date