**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 #3

One hundred percent (100%) of the project must be completed and 100% of the construction contract funds must be expended 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. Certificate of Substantial Completion (AIA Document G704). |  |  |  |
| 1. Documentation of final transfer of ownership or unconditional use of the property and building. |  |  |  |
| 1. Application and certificate for Payment and Continuation Sheet (AIA Documents G702 & G703 or its equivalent). The G702 form must show that 100% of the project has been completed and all construction funds have been expended, and it must show a zero balance on line 9. |  |  |  |

*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 100% of the project has been completed and 100% of the construction costs have been expended.*

|  |  |
| --- | --- |
| 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