

Closing Assurance & Certification of Program Compliance

State Aid for Library Construction Program

Library Name			
Building Name			
Project Title			
Library System		Project Number	

Please answer the following questions to confirm the library's compliance with all State Aid for Library Construction Program laws and regulations.

A. General Requirements:

- 1) This project has been completed in accordance with all regulations and stipulations outlined for the project by the State Historic Preservation Office (SHPO).

Yes No N/A *"N/A" applies if: a) the building was less than 50 years old at the time of application; b) the project does not involve ground disturbance; and/or c) the project is exempt per NYSED/NYSPRHP Memorandum of Understanding (MOU).*

- 2) If a Certificate of Occupancy (CO) was marked as required on the original project application, the CO has been obtained and uploaded to the attachments section of this project in the Construction Portal.

Yes No N/A *If a Certificate of Compliance (CC) was issued in place of a CO, a letter from the local municipality explaining why a CO will not be issued is required. If it has been determined by the project architect, contractor, etc. that neither a CO nor CC is required, a letter of explanation from the library Director on library letterhead is required. These documents must be uploaded to the attachments section of this project in the Construction Portal prior to submitting this form & closing your project.*

- 3) This project's library share of expenses were paid for using public funds (federal, state or local) or private funds only. SAM (State and Municipal Facilities Program) grants were not used to fund this project.

Yes No

B. Final Scope of Project:

- 1) This project was completed exactly as outlined in the original State approved project narratives, which can be found in the Library Construction Application in the NYSED Online Application System (also referred to as the Construction Portal or LDGrants). Must answer "No" if answering "Yes" in B2.

Yes No

Library Name		Project Number	
--------------	--	----------------	--

2) Any changes made to the original scope as outlined in this project’s original approved Project Narratives were shared with the Division of Library Development (DLD) and reported on an Amendment to Scope form that was submitted to DLD for review and has received approval.

Yes No N/A *If “No”, please contact LDConstruction@nysed.gov to request an Amendment to Scope prior to submitting this form & closing your project.*

C. Budget – Final Expenses:

1) All expenses related to the original approved Project Narratives (or amended Project Narratives, if applicable) have been entered in the Budget – Final Expenses section of the Construction Portal.

Yes No *All expenses associated with this project, both award and library share of funds, must be reported even if they exceed the original total cost of project.*

2) All expenses related to the original approved Project Narratives (or amended Project Narratives, if applicable) have been entered in the correct budget category.

Yes No *For additional details, please refer to the Budget section of our [Preparing Your Application](#) webpage.*

3) The award amount reflected in the Budget – Final Expenses is equal to the full award amount approved for this project, including the final 10% payment.

Yes No

4) The total project cost reflected in the Budget – Final Expenses meets or exceeds the original approved total cost of project (award + library share).

Yes No

5) The Check/Journal Entry Number associated with each expense in the Budget – Final Expenses accurately reflects the expenditure reference number in the library’s official fiscal documentation.

Yes No *If a single check must be divided between award and library share, it should be listed on two separate lines. You must ensure the check date is the same for both entries. The check amount does not need to be split evenly between award and library share.*

6) All entries in the Budget – Final Expenses marked as award were for expenses paid on or after July 1 of the year that the application was submitted to the library system and DLD.

Yes No *For additional details, please refer to the Project Cycles and Timelines section of our [Project Guidelines and Timeframes](#) webpage.*

Library Name		Project Number	
--------------	--	----------------	--

D. Closing Assurance:

I hereby assure that all information contained herein is accurate and complete. I acknowledge that failure to report completely and accurately may result in adverse action should this project be audited by New York State. Should an audit occur, the library will be prepared to submit all requested project documentation within the stipulated time period. This includes copies of all financial documents such as contracts, change orders, purchase orders, invoices and checks, as well as all other project documentation as requested. All documentation will be retained by the library for the required minimum of six years after final project approval.

I acknowledge that submission of this document does not guarantee immediate closing of the project and that further review by the Division of Library Development (DLD) will be completed. Should DLD require additional information or documentation to process the closing of this project, the construction project manager listed below or the library director will be prepared to assist.

I understand that the final 10% of award funds will only be disbursed after DLD has received and approved the required FS-10-F forms sent to the library upon approval of the final report and that the timeframe of payment is dependent upon NYSED’s processing times and the payment method specified by the library in the [Statewide Financial System \(SFS\)](#). I also understand that DLD staff cannot provide payment status updates and to check on payment status, I must log into my library’s SFS account.

Signature of President of the Board of Trustees

Name of President (type or print)

Date

Project Manager Details:

Project Manager Name (type or print)

Email Address

Phone Number