

## APPLICATION SUBMISSION CHECKLIST

<b>Application Elements</b>	<b>Description</b>	<b>Complete</b>
	Contact Information for Municipality and Library	
	Legislator Information	
	Federal ID & State Vendor ID Numbers	
	<i>State Assurances</i> Pages Included	
	Original Signatures in Blue Ink	
	Titles & Dates	
	Project Description <b>AND</b>	
	Timeline / Work Plan	
	Budget with Revenues/Expenditures for Project	
	Project Need / Local Economic Conditions	
	Library Building Consultant's Statement (optional)	
	<b>Is This a Shared Facility?</b> If Yes, is the percentage of facility to be used as a library clearly explained and documented in application?	
<b>A</b>	Photos	
<b>B</b>	Project Design Plan / Engineering Specs	
<b>C</b>	Project Cost Estimates	
<b>D</b>	Documentation of Local Matching Funds which clearly demonstrates all funding is available to complete project	
	Library's Most Recent Year-end Treasurer's Report (for Library Facility or Branch, if applicable)	
<b>E</b>	Library's Latest Annual Budget	
	Anticipated Budget for Year Following Project Completion	
<b>F</b>	Letter of Support from State Legislator	
	Letter from System Administrator (if system member)	
	Letter from District Consultant	
	Letter from Library Director	
	Letter from Library Trustee/Board Member	
	Additional Letters of Support (optional)	
<b>G</b>	PHMC Approval (Letter or Form)	

	<b>Title to Site</b>	
	<b>If Library Holds Title:</b>	
	Copy of Deed Attached	
	<b>If Municipality Holds the Title:</b>	
	Copy of Deed Attached <b>AND</b>	
	Municipal Resolution ensuring Undisturbed Use of the Facility as a Public Library for 50 years or Useful Life of the Project.	
<b>H</b>	<b>If Library has Other Interest in the Property: (Neither Library nor Municipality Own the Property)</b>	
	Copy of Deed to Property <b>AND</b>	
	Copy of Library's 50 Year Lease to the Property	
	<b>If Municipality has Other Interest in the Property: (Neither Municipality nor Library Own the Property)</b>	
	Copy of Deed to Property <b>AND</b>	
	Copy of Municipality's 50 Year Lease to the Property <b>AND</b>	
	Municipal Resolution ensuring Undisturbed Use of the Facility as a Public Library for 50 years or Useful Life of the Project.	
<b>I</b>	Zoning Approval/Certification that Proposed Project Complies with Local Zoning	
	Statement that Proposed Project is in Compliance with Act 2000-68	
<b>J</b>	Environmental Impact Statement	
<b>K</b>	Flood Hazard Evaluation Narrative	
	Flood Hazard Boundary Map	
<b>L</b>	Appraisal for acquisition of property (if applicable)	
<b>M</b>	Municipal Resolution Authorizing Submission of Application	
	Municipal Resolution Identifying Municipal Person Authorized with Signing Authority	
<b>Submissions</b>	<b>1 Copy Marked "Original" and Four Copies (5 copies total)</b>	
	<i>This checklist is not part of the Keystone Application.</i>	