



Materials Needed to be Sent to the State Library Throughout the Life of the Contract

- I. The contract between your organization and the State of Connecticut consisting of:
 - A. The State Public Library Construction Grant Contract.
 - B. A certified resolution and letter providing the name of the individual who holds the authorized position.

Follow these steps below in chronological order:

 1. Sign and date the State Public Library Construction Grant Contract
 2. Type up the resolution that was in your construction grant application, Town Clerk/ Board secretary signs the resolution, dates, and notarizes or affixes seal. For example sign and date the contract 7/15, and type resolution and secretary signs on 7/15 or later.
 3. Certification to support non-discrimination agreements and warranties
 - C. The Notice of Applicant's Funding form.
 - D. Lien and contribution and solicitation ban forms (only for association libraries that own the building and the land).

II. Send final drawings (drawings used in bidding for a contract with a building contractor) before you sign with the building contractor.

III. Send the Notice of Contract Award (completed) and a copy of the contract.

- IV. Payments
 - A. Ask Building Consultant , for payment forms prior to each payment.
 - B. Send payment forms with supporting documents
 - ◆ Request 1st payment after completing 50% of your project;
 - ◆ Request 2nd payment after completing 75% of your project;
 - ◆ Request last payment after completing the project.

Important facts to remember:

- ⇒ Send change orders representing an increase or decrease in cost of the project in excess of \$2,000 for projects under \$50,000 and \$5,000 for projects \$50,000 to \$100,000 and \$10,000 for projects over \$100,000.
- ⇒ Send amendments that alter the cost of the project, use of space, or functional layout more than 10% for State approval.



Mary Louise Jensen, Building Consultant
Willimantic Library Service Center
1320 Main Street, Suite 25
Willimantic, CT 06226
Phone: 860-456-1717 ext. 306 or
1-800-253-7944 ext. 306
FAX: 860-423-5874
mjensen@cslib.org
Webpage: <http://ct.webjunction.org>