

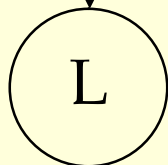
Grantee gets local funding.

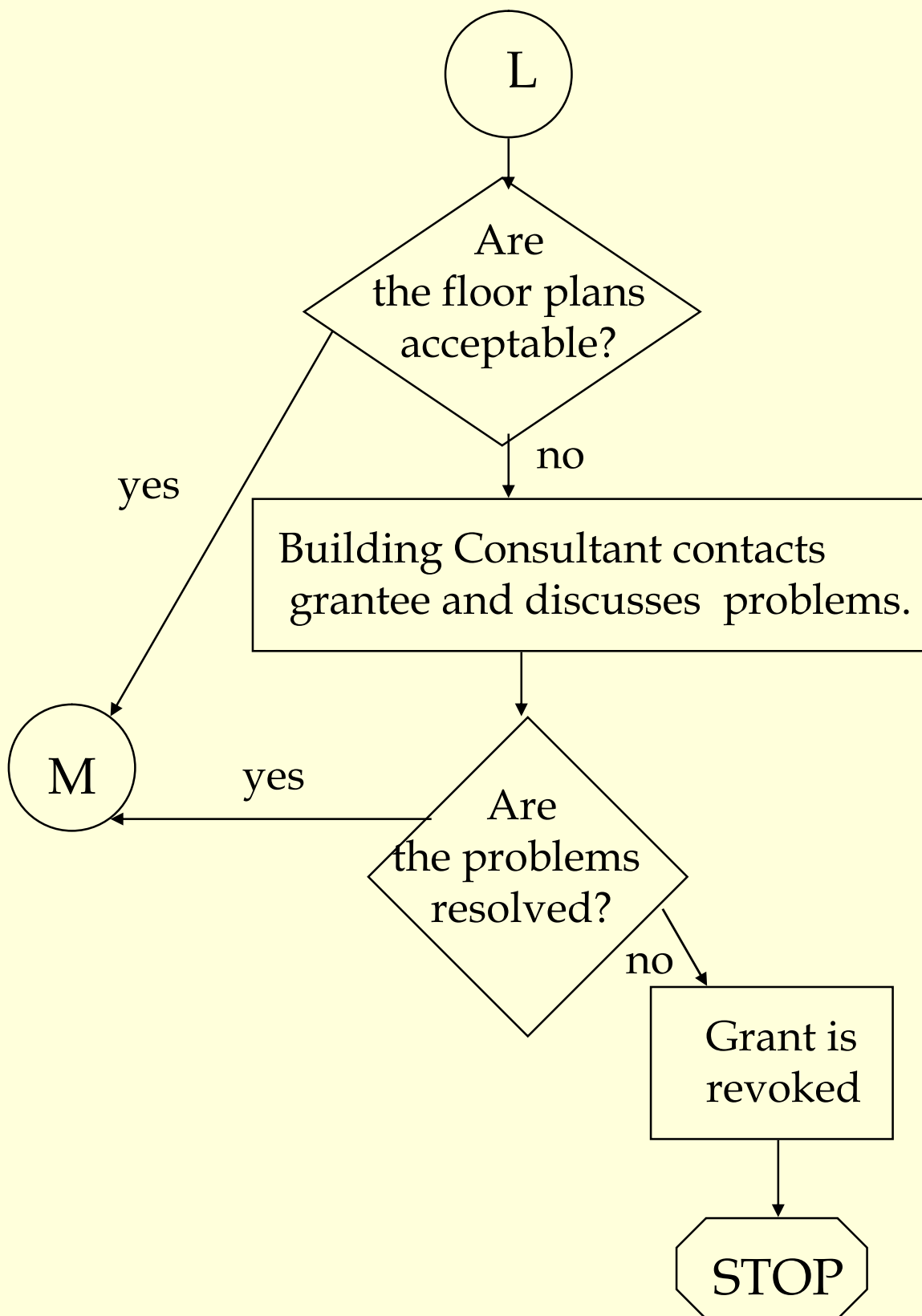
CSL's Building Consultant meets with grantee to go over paperwork.

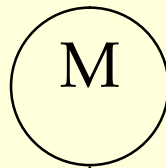
Grantee sends "Notice of Applicant Funding" and "State Public Library Construction Grant Contract" to the CSL's Building Consultant within 18 months of funding approval.

Building Consultant sends a signed copy of the "State Public Library Construction Contract" to the grantee.

Grantee sends final plans and specifications to the Building Consultant for approval prior to going out to bid for a building contractor.

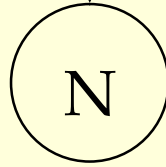






Grantee goes out to bid and sends the following to the Building Consultant:

- (1) a copy of the invitation to bid from a local newspaper,
- (2) tabulation of bidders,
- (4) acceptance letter to the contractor,
- (3) a copy of the contract (AIA Document A201).



N

Grantee requests payment from the Building Consultant when 50% of the total project is done; grantee receives 50% of the grant.

Grantee requests payment from the Building Consultant when 75% of the total project is done; grantee receives 40% of the grant.

Grantee completes the project before receiving the final 10% of the grant. When requesting the final payment, the grantee must submit a final expenditure report, invoices, and application for payment forms (2).

Grantee sends in a single audit for the years that they \$100,000 or more of state funds.

Grantee keeps all records for 10 years from audit.

STOP