INSTRUCTIONS FOR THE COMPLETION OF THE
CONSTRUCTION GRANT CONTRACT MATERIALS,
FOR ASSOCIATION LIBRARIES

Congratulations on being awarded a State Public Library Construction grant from the Connecticut State Library. Please begin work on your grant contract as soon as possible. It is likely to take more time than you expect to complete the forms accurately, have them signed by key people in your organization, and respond to any questions that the State Library might have.

Materials that you must submit to the State Library before you begin your project:

1. A Grant Contract
   a. After providing the grant administrator with the exact name and title of the person who is going to sign the contract, you will receive a contract as a PDF.
   b. DO NOT TRY TO MAKE ANY AMENDMENTS OR CHANGES TO THE CONTRACT.
   c. Print the contract.
   d. Your organization should already have passed a resolution authorizing an official to sign the contract.
   e. This official should sign and date the contract. The date on the contract must be on or after the date the resolution passed.
   f. Affix corporate seal where indicated. If the association has no seal, handwritten “LS (lacks seal)”, your initials, and the date next to where the seal would go.
   g. Signatures and typed or printed names on all contract materials must be consistent. The authorized official must sign his/her own name. The state does not accept a document signed and initialed by someone acting on behalf of the authorized official.

2. A Signed and Sealed Certification from the Association Secretary (example on page 3)
   a. The Library Association Secretary must prepare and sign a document which certifies that the resolution to authorize the signing of the contract was in place when the contract was signed. Example on page 3.
   b. This certification must be dated on the same date as the contract or any date afterward, but the resolution must have taken place before or on the day of the signing of the contract.
   c. The Association Secretary signing the certification must be someone other than the individual authorized to sign contract materials.
   d. The Certification must bear the seal of your organization. If your organization does not own a corporate seal, that fact must be noted in the certification and (L.S.) written next to the signature.

3. A Statement from the Association Secretary Providing Name of Authorized Official (if necessary)
   a. If the actual name of the person authorized to sign the contract is not in the resolution (i.e. only the name of the position is in the resolution), the Association Secretary must confirm the actual name of the individual who held the position authorized to sign the contract on the date the contract was signed.
   b. Obviously the name on the contract and on this statement should be the same.
4. A Non-Discrimination Certificate
   a. Office of Policy and Management’s Nondiscrimination Certification forms. See: https://portal.ct.gov/OPM/Fin-PSA/Forms/Nondiscrimination-Certification
      i. For grants under $50,000 complete form B.
      ii. For grants $50,000 and more complete forms C, D or E.
   b. If your association has not yet passed a resolution supporting nondiscrimination, they must do so.
   c. The Association Secretary must prepare a Non-discrimination Certification, sign it, and affix the seal.
   d. The Certification must be signed by the Association Secretary on or after the date that the contract is signed.

5. SEEC Form 10 - Ethics Affidavits & Certifications
      i. For grants over $50,000 but less than $500,000 complete forms 1 and 5. Form 3 will be completed by the State Library.
      ii. For grants over $500,000 complete forms 1, 5, 6, and 7. Form 3 will be completed by the State Library

6. Notice of Applicant’s Funding form
   a. Preparer of the form does not need to be the authorized official, but both preparer and authorized official must sign.

7. Proof of Liability Coverage
   a. Provide proof of the liability insurance in the form of a copy of a binder that shows that the Connecticut State Library is an additional named insured under the policy.
   b. The amount of the coverage should be sufficient to cover the library’s obligations under the contract.

Please be sure to prepare your contract materials in accordance with the above guidelines. Contract materials that do not follow these guidelines will be returned for correction.

Send signed contract and additional documentation to:

Division of Library Development, Construction Grants
Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106

Please Be Aware of SHPO Compliance: If the construction site is listed, or eligible for listing, in the State or National Register of Historic Places, or if the construction site includes a structure over 50 years old, the proposed work plans must be reviewed by the State Historic Preservation Office (SHPO) for Connecticut Environmental Policy Act (CEPA) compliance. The State Librarian will not sign the contract for any project that is required to obtain approval by SHPO and has not done so by this point.
AFTER THE CONTRACT IS SIGNED AND RETURNED TO THE STATE LIBRARY WITH ALL OTHER COMPLETED FORMS AND ADDENDUMS

1. The State Librarian will sign the contract
2. A copy of the contract will be returned to you. **Do not sign with a contractor or order furniture or other materials until you receive the signed contract.**
3. You will receive other materials from us at that time that will help you proceed with your project. Or you may download this material from the Construction Grants web page on our web site.

Contact Dawn La Valle, 860-757-6665, Dawn.LaValle@ct.gov with questions.

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**SAMPLE CERTIFICATION FOR ASSOCIATION LIBRARIES**

I, **SALLY SMITH**, Association Secretary, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Trustees of the **NEWVILLE LIBRARY ASSOCIATION** duly held and convened on **MAY 15, 2014**, at which a constituted quorum of the Board of Trustees was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

**RESOLVED**, that the duly elected/appointed **BOARD PRESIDENT/LIBRARY DIRECTOR** is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.

**IN WITNESS THEREOF**, the undersigned has affixed his/her signature and the corporate seal of the association (if the association owns a corporate seal) this **30TH DAY OF MAY, 2014**.

__________________________________________
Signature of Association Secretary

__________________________________________
Typed name of Association Secretary

- OR if the association does not own a corporate seal-

**IN WITNESS THEREOF**, the undersigned has affixed his/her signature this **30TH DAY OF MAY, 2014**.

__________________________________________ *(L.S)*
Signature of Association Secretary

__________________________________________
Typed name of Association Secretary

*Lacks Seal*