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

Congratulations on being awarded a State Public Library Construction grant from the State Library.

Materials that you must submit to the Connecticut 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. Only the municipal official that is authorized to sign a contract with the State of Connecticut may sign this contract. Always check with municipal officials or legal counsel if you are not absolutely sure who this is.
   e. Affix municipal seal where indicated. If the municipality has no seal, handwrite “LS (lacks seal)”, your initials, and the date next to where the seal would go.
   f. 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. 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.

3. 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 town’s obligations under the contract.

4. Plan of Conservation and Development (POCD) Letter or Waiver
   a. In a letter, confirm that municipality has adopted a POCD within the past ten years.
   b. Or, provide a copy of the waiver for your project as signed by the OPM Secretary.

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:

Tom Newman
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.