

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

2016-17 CONSTRUCTION GRANT ROUND DISBURSEMENT FORM

Vendor Code: _____ Payment number: _____ of 5

Library: _____

Address: _____

City/Town: _____ State: MA Zip Code: _____

Prepared by: _____ Title: _____ Date: _____

This is to certify, in accordance with the terms and Agreement executed by and between the Massachusetts Board of Library Commissioners and the Municipality of _____, Massachusetts and the _____ and all the Regulations and Assurances in the Grant Application and Grant Agreement, and that further local/other monies are as of this date available in the amount necessary to continue and complete the local public library construction and to match subsequent payments of State funds.

Total State Grant: \$ _____

Total State Payments to Date: \$ _____

Balance of State Grant: \$ _____

DISBURSEMENT REQUESTED \$ _____

Submitting this form indicates the preparer's understanding that if the project is not completed all funds received must be repaid in full, with interest, to the Massachusetts Board of Library Commissioners.

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ATTACHMENTS:

- 1) For the first payment, disbursement form must be submitted after the state contract is signed. No additional attachments are necessary.
- 2) For the second payment, the disbursement form must be filled out and submitted in the fiscal year after the state contract has been signed but only after MBLC staff approves the final construction documents.
- 3) For the third payment, the disbursement form must be filled out and submitted in the fiscal year after the above conditions have been met. Fill out page 3 of this form and attach copies of the following documents:
 - Advertisement to bid and bid documents
 - Department of Capital Asset Management and Maintenance (DCAMM) ratings for the last five years for the top three general contractors bidding on the project (see attached additional page)
 - Signed contract with the general contractor, or, if the contract is not final, a copy of the library board or building committee minutes showing the vote to award the contract to the selected firm
 - Building permit
- 4) For the fourth payment, the disbursement form must be filled out and submitted in the fiscal year after the required documents above are provided and after the library opens to the public for regular library services. Attach a copy of the certificate of occupancy.
- 5) For the fifth payment, the disbursement form must be submitted in the fiscal year after the library receives the certificate of occupancy and opens for regular services. Attach the following documents in digital form:
 - Letter certifying that the construction contracts are complete, and no outstanding claims remain
 - Final report
 - As built drawings

Submit via email to your Library Building Specialist:

Andrea Bunker
andrea.bunker@mass.gov

Lauren Stara
lauren.stara@mass.gov

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2016-17 Construction Grant Disbursement Form

(Fill out for 3rd payment only)

Prepared by _____ Title _____ Date _____

Department of Capital Asset Management and Maintenance (DCAMM) ratings for the last five years for the top three general contractors bidding on the project

List Top Three Candidates for General Contractors bidding on the project and dates of reference check.

Top 3 General Contractors		DCAMM references for last 5 years checked (date)
1		
2		
3		
References Checked by:		
Name:		
Title:		