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**2016-17 CONSTRUCTION GRANT ROUND DISBURSEMENT FORM**

Vendor Code

Library

Address

City & Zip

Payment (circle): 1 2 3 4 5

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 **(MUNICIPALITY**), Massachusetts and the **(LIBRARY NAME)** 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 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Total Local/Other Funds Budgeted: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Local/Other Funds Expended: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance of Local/Other Funds to be

Expended: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Project Cost: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.**

ATTACHMENTS:

1. For the first payment, disbursement form must be submitted after the state contract. 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. 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

1. 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.
2. 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:

\_\_\_\_\_\_\_ Certification that the construction contracts are complete.

\_\_\_\_\_\_\_ Certification that any and all liens have been released.

\_\_\_\_\_\_\_ Final report

\_\_\_\_\_\_\_ As built drawings

Submit via email to your Library Building Specialist:

Andrea Bunker Lauren Stara
andrea.bunker@state.ma.us lauren.stara@state.ma.us

**2016-17 Construction Grant Disbursement Form**

Additional page 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: |