

GPLS Capital Outlay Requirements Checklist

Date	Requirement	Description	X
31-Mar	Construction Application	This will indicate intent to apply for funds. It will give an indication of the total amount that will be forthcoming for the request. Detail of the proposed funding for the project including state funds, local governmental funds and local private funds. Signatures of the officials of local funding source(s) will be required. This document will include letter(s) of commitment from local funding source(s).	
1-Jun	Draft Building Program	This document will include preliminary supporting information for the project in relation to need, community analysis, library system facilities plan, and a skeletal outline of the space needs for the proposed facility.	
15-Aug	Site Application	This document will detail the proposed site for a new facility and the analysis of suitability for an expansion of an existing facility. For a new site, purchase by this time will not be required, but an option for purchase should be under consideration.	
15-Oct	Confirmation of Land Purchase	Purchase of the land, if necessary, should be completed.	
15-Oct	Structural Engineering Report	This report must be completed under the supervision of a registered architect by a registered engineer and is required for all addition/renovation projects. It must detail the suitability for expansion of the existing structure and identify any upgrades which will be necessary to the existing structure as a part of the full project. Additionally, if the facility is of an age where there is a possibility that asbestos is present, this must also be presented with at the same time of the structural engineering report.	
1-Nov	Final Building Program	This document will include a full analysis of the need for the project along fully developed spatial analysis, furniture, fixtures and equipment lists, proposed budget and a full analysis of the present and projected collections.	