



# Office of Addiction Services and Supports

<b>SERVICE PROVIDER MINOR MAINTENANCE FUNDING REQUEST</b> <i>(Read Conditions Before Completion)</i>	<b>INSTRUCTIONS:</b> Use this form to request funding for minor maintenance capital projects. "Minor maintenance" is defined as a project to restore licensed physical plant and/or associated facilities and fixed equipment to acceptable standards through activities of a non-recurring nature beyond ordinary repairs and which costs less than \$100,000.
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**Conditions:** If OASAS financial assistance exceeds \$75,000, OASAS will place a state Aid lien on the building. In the case of leased property, any minor maintenance funding will require a reasonable period of time remaining on the lease. In no event may a capital project financed through this process exceed \$100,000 in OASAS funding.

### IDENTIFYING INFORMATION

Full Legal Name of Applicant/Provider				Provider ID No.
Provider Headquarters Street Address	City, Town, Village	State	Zip Code	County
Contact Person's Name and Telephone No. , ( ) -				
Site Address of Project (Street, City, Town, Village, County)				PRU No.
Program(s)/Service(s) Conducted at Site				Licensed Capacity
Name of Owner of Site			If Leased Property, No. Years Remaining on Lease	

### PROJECT DESCRIPTION

A. Brief Narrative Description of the Physical Plant Problem and the Corrective Work Required	
B. Estimated Total Cost:	
C. Basis of Cost Estimate (Except for emergency requests, attach three written estimates obtained from vendors/contractors)	
Name of Requestor (Type or Print)	Title/Affiliation with Provider
Signature	Date

**MAIL OR FAX COMPLETED FORM TO YOUR FIELD OFFICE**

### FOR OASAS USE ONLY

<b>DISTRICT DIRECTOR APPROVAL</b>	Signature	Date Approved	Priority (As of Approval Date)
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After signing the request, the District Director sends copies to the Bureau of Budget and Finance and Capital Services Unit.