



Guidelines for Evaluation of Construction Grant Applications

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The Chautauqua-Cattaraugus Library System (CCLS) Board of Trustees will use the following Guidelines for the Evaluation of Construction Grant Applications and distribution of funds.

1. The application must meet all of the criteria and requirements set forth by the Division of Library Development (DLD).
2. The amount of Public Library Construction Grant funds requested for the project can be no more than 75% of the Total Cost of Project and no less than 35%
3. Submitting libraries must adhere to deadlines for submission of grant applications to CCLS. All applications must be complete, including all of the required attachments, before they can be considered. An initial deadline for submission will be established and widely advertised by the CCLS Director. A secondary deadline may be established to give time for any necessary corrections, additions, and attachments to the grant application. Any grant application that is deemed by the CCLS Board of Trustees to be incomplete by the second deadline will not be considered for funding.
4. All qualified projects will be evaluated and ranked in priority order using the following five criteria in this order from most important to least important:
 - a. Brings the library up to the State Minimum Standards (Education Law 90.2);
 - b. Improves access to and use of building services by all library users, including those with physical disabilities;
 - c. Increases effectiveness of library service due to increased and/or improved building space and capacity;
 - d. Improves efficient utilization of the building, including such areas as energy conservation and increased staff efficiency (libraries are encouraged to support “green” projects that may result in buildings eligible for LEEDS certification);
 - e. Enables the library to provide and/or improve library services to geographically isolated or economically disadvantaged communities.

5. Preference will be given to projects that demonstrate readiness using the following criteria in this order from most to least important:
 - a. A clear and detailed plan of action is in place and the project has a high probability of success;
 - b. if the project cost is projected to be over \$35,000, the Library has demonstrated an effort to follow recommend bidding procedures per General Municipal Law § 104-b: Procurement policies and procedures (for further guidance refer to the NY Office of the State Comptroller's Seeking Competition in Procurement guide);
 - c. Sufficient Matching funds have been raised or are on target to be raised;
 - d. Project is urgent and any delay would be detrimental to the community;
 - e. Planning has involved the community and has inspired support from the community

6. Projects may be given priority if the library has not received construction grant funding in the previous five years.

7. Any exceptions or additions to the above guidelines can be made only by vote of the Board of Trustees.