

Maryland State Department of Education
Division of Library Development and Services
County Public Library Capital Projects Grants Program
GRANT EVALUATION CRITERIA
FY 2010

The public library capital project grants will provide a uniform and objective analysis of proposed capital projects and support projects that address the library needs in the state.

The Division of Library Development and Services shall evaluate and prioritize grant requests to provide a uniform and objective analysis of proposed capital projects including the review of each applicant's master plan.

DLDS will use the following criteria for evaluating and ranking capital funding requests:

Eligibility of the Project

Eligible Expenditures

State participation in the contract costs of the following types of capital improvements shall be eligible if approved in accordance with draft regulations:

1. Acquisition of land or buildings.
2. Alterations.
3. Capital Equipping.
4. Construction or improvement.
5. Design.
6. Engineering
7. Enlargement.
8. Expansion.
9. Extension.
10. Improvement.
11. Planning
12. Reconstruction.
13. Rehabilitation.
14. Replacement.
15. Renovation.
16. Repair.
17. Upgrading.

Viability of Matching Funds for a Project

State and Local Cost Share Formula

1. The maximum State share shall be no more than fifty (50) percent.
2. The State share shall apply only to eligible project expenses as set forth below.
3. Grants under this program may not be for an amount less than \$20,000.
4. A county public library system may not apply for more than three (3) capital project grants in a fiscal year.

Grant reviewers will review and score each grant application based on the following criteria:

General rationale for the Project - 35 points

1. the nature of the work to be funded.
2. causes of the facility problems
3. consequences to the delivery of services.
4. any secondary objectives
5. any issues that will be dealt with

The Public Necessity and Urgency of a Project – 35 points

Existing facility problems that the capital funding is intended to solve such as:

1. **“Insufficient space”** (more space is needed for a function than is currently available) standards require more space overcrowding in the existing space due to an increase in users
2. **“Functional inadequacy of space”** (the physical characteristics of the existing space must be changed so that it can be more effectively utilized for the designated purpose)
3. **“Obsolescent/deficient space”** means that the space is out-dated or is defective in some way.

Evaluation Criteria

1. Has the facility problem has interfered with the effective delivery of the grantee's services?
2. Does the application provide quantitative data to measure the service/operations problems?
3. How will completion of the capital project improve the grantee’s delivery of services? (What outcomes are expected to occur as a result of effectively delivered service?)
 - a. Will the project enable the library’s compliance with the Americans with Disabilities Act (ADA)?
 - b. Will the project enable the library’s compliance with historic preservation?

The Estimated Cost and Timeliness of Executing a Project – 30 points

Evaluation Criteria

1. How does the Library Facilities Master Plan support the application?
2. Is the applicant’s annual and subsequent five-year capital improvement program consistent with the current library facilities master plan of record?
3. Has the applicant identified the prescribed scope and calculated the cost of the project?

Additional Information for Discussion

1. The Need for Additional Sources of Funding for a Project
2. Geographic Diversity
3. Other Factors That May Give Priority to a Project