



FY2022 CAPITAL
IMPROVEMENT PROJECT
APPLICATION CYCLE
~ 2020 WORKSHOP ~

Department of Education and Early Development

Presentation Overview

- CIP Cycle
- CIP Application
- Funded Projects
- Final Thoughts

Abbreviations and Acronyms

- BRGR – Bond Reimbursement and Grant Review Committee
- CIP – Capital Improvement Project
- CM – Construction Management
- Cx – Commissioning
- FAIS – Fixed Asset Inventory System
- FY – Fiscal Year (Budget Year)
- PM – Preventive Maintenance
- SBOE – State Board of Education and Early Development
- WO – Work Orders

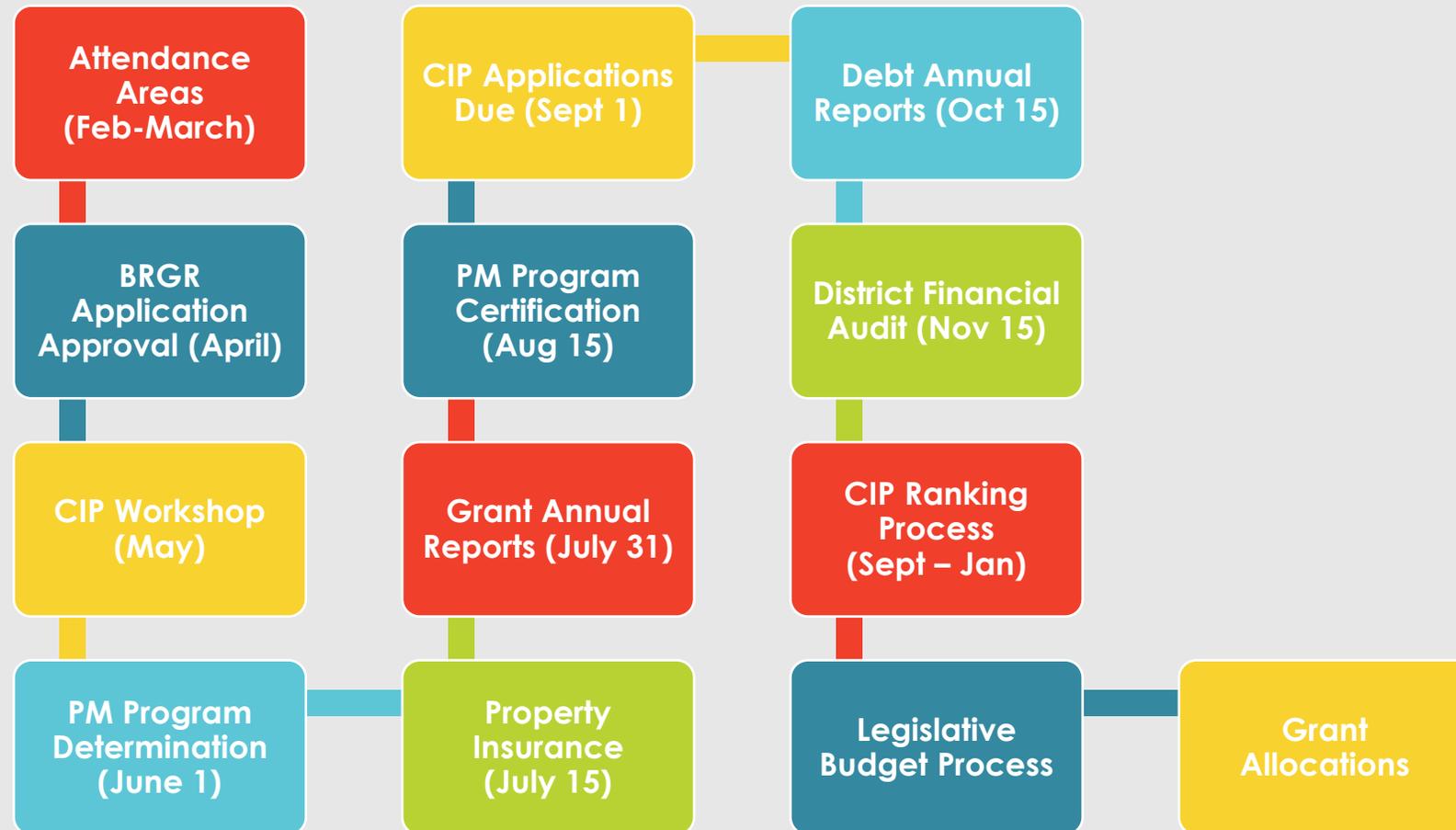
Why have a CIP process?

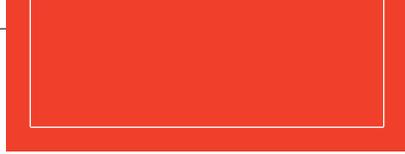
- Required by statute
- Establishes a statewide spectrum of need
- Prioritizes statewide needs
- Provides a vehicle to seek funding

Types of State-Aid For CIP Projects

- School Construction Grant Fund
- Major Maintenance Grant Fund
- Regional Educational Attendance Area Fund
- Debt Reimbursement
- Federal funds administered by the state

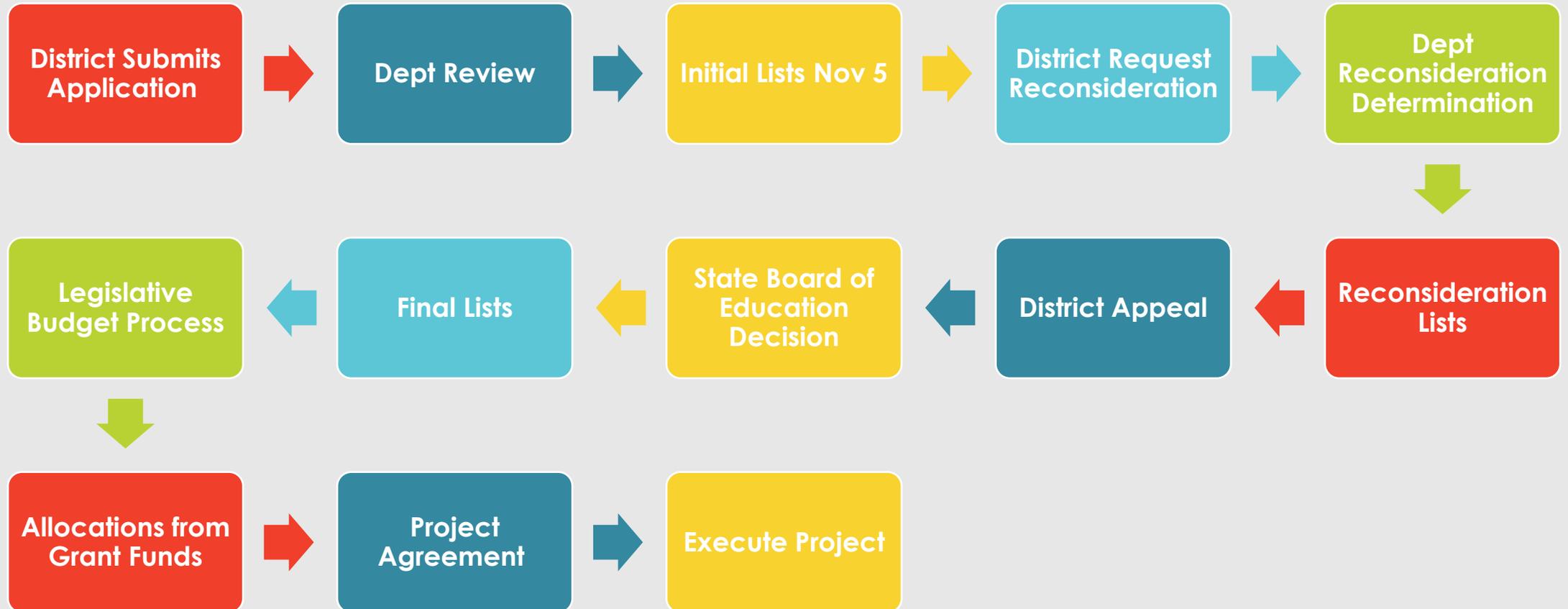
Year-Round Process





CIP CYCLE

Grant CIP Process



Grant Application Evaluation

- Information entered into database
- Evaluative categories scored by rating team
 - Average number of applications to rate: 70
 - 6 weeks of rating
 - 2 weeks of data entry verification and final scope, budget, and eligibility review
 - DEED may modify project requests for cost-effective construction
- Scores calculated
- Statewide priority ranking
 - School Construction
 - Major Maintenance
- Initial priority ranking lists issued November 5
 - District notification of ranking, modification, and ineligibility

Sample Final List

Alaska Department of Education and Early Development
FY2021 Capital Improvement Projects
School Construction Grant Fund

Final List

Jan 29 Rank	Dec 19 Rank	Nov 5 Rank	School District	Project Name	Amount Requested	Eligible Amount	Prior Funding	DEED Recommended Amount	Participating Share	State Share	Aggregate Amount
1	1	1	Southeast Island	Hollis K-12 School Replacement	\$10,906,157	\$10,326,802	\$686,523	\$9,640,279	\$192,806	\$9,447,473	\$9,447,473
2	2	2	Lower Kuskokwim	Anna Tobeluk Memorial K-12 School	\$59,209,451	\$44,756,614	\$0	\$44,756,614	\$895,132	\$43,861,482	\$53,308,955
3	3	3	Yukon-Koyukuk	Minto K-12 School Renovation/Addition	\$10,022,024	\$10,022,024	\$0	\$10,022,024	\$200,440	\$9,821,584	\$63,130,539
4	4	4	Mat-Su Borough	Houston Middle School Renovation/Addition	\$30,839,706	\$4,458,740	\$0	\$4,458,740	\$1,337,622	\$3,121,118	\$66,251,657
5	5	5	Anchorage	Gruening Middle School Accessibility Upgrades	\$413,024	\$413,024	\$0	\$413,024	\$144,558	\$268,466	\$66,520,123
6	6	6	Lower Kuskokwim	William N. Miller K-12 Memorial School Replacement, Napakiak	\$35,634,841	\$35,634,841	\$0	\$35,634,841	\$712,697	\$34,922,144	\$101,442,267
7	7	7	Anchorage	East High School Bus Driveway Improvements	\$925,387	\$925,387	\$0	\$925,387	\$323,885	\$601,502	\$102,043,769
8	8	8	Hoonah City	Hoonah School Playground Improvements	\$227,747	\$227,747	\$0	\$227,747	\$68,324	\$159,423	\$102,203,192
9	9	9	Lower Kuskokwim	Newtok K-12 School Relocation/Replacement,	\$49,466,384	\$31,842,829	\$0	\$31,842,829	\$636,857	\$31,205,972	\$133,409,164
10	10	10	Lower Kuskokwim	Water Storage and Treatment, Kongiganak	\$6,645,088	\$6,645,088	\$0	\$6,645,088	\$132,902	\$6,512,186	\$139,921,350
11	11	11	Kenai Peninsula Borough	Kenai Middle School Security Remodel	\$1,159,177	\$1,159,177	\$0	\$1,159,177	\$405,712	\$753,465	\$140,674,815
12	12	12	Lower Kuskokwim	Bethel Campus Transportation and Drainage Upgrades	\$1,181,532	\$1,181,532	\$0	\$1,181,532	\$23,631	\$1,157,901	\$141,832,716
13	13	13	Kodiak Island Borough	East Elementary School Parking Lot Safety Upgrade and Repaving	\$474,082	\$474,082	\$0	\$474,082	\$142,225	\$331,857	\$142,164,573
14	14	14	Yupit	Playground Construction, 3 Schools	\$646,159	\$646,159	\$0	\$646,159	\$12,923	\$633,236	\$142,797,809
Totals:					\$207,750,759	\$148,714,046	\$686,523	\$148,027,523	\$5,229,714	\$142,797,809	

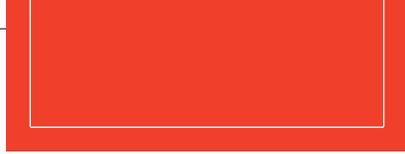
Sample Final Points List

Alaska Department of Education and Early Development
FY2021 Capital Improvement Projects
School Construction Grant Fund
 Total Points - Formula Driven and Evaluative
 Final List

Jan 29 Rank	Dec 19 Rank	Nov 5 Rank	School District	Project Name	School Dist Rank	Weight Avg Age	Prev. 14.11 Fund	Plan and Design	Prior Design Use	Avg Expend Maint	Un-Housed Today	Un-Housed 7 Years	Type of Space	Cond Survey	O&M Rpts	Maint Mgt	Energy Mgt	Cusd Pgm	Maint Train	Capital Plan	Emergency	Life/Safety and Code Conditions	Existing Space	Cost Estimate	Proj vs Oper Cost	Alternatives	Options	Total Project Points
1	1	1	Southeast Island	Hollis K-12 School Replacement	27.00	22.51	30.00	10.00	0.00	3.01	30.68	30.00	22.93	10.00	5.00	2.00	2.67	2.00	2.33	2.67	10.00	15.27	21.33	15.33	4.00	3.00	9.00	280.72
2	2	2	Lower Kuskokwim	Anna Tobeluk Memorial K-12 School Renovation/Addition, Nunapitchuk	27.00	21.95	0.00	10.00	0.00	3.20	30.19	23.79	22.21	10.00	30.00	2.67	2.33	2.67	2.33	3.00	0.00	31.91	19.67	12.67	3.33	3.33	11.67	273.92
3	3	3	Yukon-Koyukuk	Minto K-12 School Renovation/Addition	30.00	20.01	0.00	20.00	0.00	3.09	0.00	2.01	24.75	10.00	25.00	3.67	3.00	3.33	3.67	3.00	3.67	27.48	15.33	16.00	5.00	3.67	12.67	235.34
4	4	4	Mat-Su Borough	Houston Middle School Renovation/Addition	30.00	17.75	0.00	0.00	0.00	2.35	3.33	2.00	0.00	8.00	5.00	2.67	2.00	2.33	0.00	3.33	41.00	40.64	36.67	12.67	2.33	2.33	12.67	227.07
5	5	5	Anchorage	Gruening Middle School Accessibility Upgrades	30.00	19.50	0.00	25.00	0.00	5.00	0.00	0.00	30.00	10.00	25.00	4.33	4.00	4.00	3.00	5.00	0.00	1.75	7.67	25.67	1.33	1.67	4.67	207.58
6	6	6	Lower Kuskokwim	William N. Miller K-12 Memorial School Replacement, Napakiak	30.00	30.00	0.00	0.00	0.00	3.63	0.00	0.00	22.55	0.00	25.00	4.00	3.67	3.33	3.33	3.67	25.00	10.67	0.00	14.67	4.67	3.00	8.33	195.51
7	7	7	Anchorage	East High School Bus Driveway Improvements	21.00	30.00	0.00	25.00	0.00	5.00	0.00	0.00	0.00	10.00	25.00	4.33	3.67	4.00	3.00	4.67	0.00	13.00	0.00	24.33	2.33	1.67	5.00	182.00
8	8	8	Hoonah City	Hoonah School Playground Improvements	27.00	30.00	0.00	25.00	0.00	1.72	0.00	0.00	0.00	0.00	30.00	3.00	3.67	3.00	2.33	2.00	0.00	6.34	2.00	29.00	0.00	1.67	8.33	175.06
9	9	9	Lower Kuskokwim	Newtok K-12 School Relocation/Replacement, Mertarvik	24.00	8.86	0.00	0.00	0.00	3.20	4.06	2.44	22.79	0.00	30.00	2.67	2.33	2.67	2.33	3.00	21.33	0.41	6.33	13.00	3.00	4.33	8.00	164.76
10	10	10	Lower Kuskokwim	Water Storage and Treatment, Kongiganak	21.00	0.00	0.00	20.00	0.00	3.63	0.00	0.00	0.00	10.00	25.00	4.00	3.67	3.33	3.33	3.67	0.00	17.33	0.00	17.67	3.00	2.00	9.00	146.63
11	11	11	Kenai Peninsula Borc	Kenai Middle School Security Remodel	30.00	30.00	0.00	10.00	0.00	3.08	0.00	0.00	0.00	0.00	25.00	3.67	3.33	4.33	3.00	3.67	0.00	1.59	4.33	15.33	0.00	1.33	5.00	143.67
12	12	12	Lower Kuskokwim	Bethel Campus Transportation and Drainage Upgrades	9.00	24.30	0.00	10.00	0.00	3.63	0.00	0.00	0.00	10.00	25.00	4.00	3.67	3.33	3.67	3.33	0.00	11.67	0.00	15.67	2.00	3.00	4.33	136.60
13	13	13	Kodiak Island Boroug	East Elementary School Parking Lot Safety Upgrade and Repaving	21.00	30.00	0.00	0.00	0.00	2.83	0.00	0.00	0.00	0.00	25.00	3.00	2.67	3.33	2.67	3.67	0.00	7.00	0.00	12.00	1.67	0.00	2.67	117.50
14	14	14	Yupitit	Playground Construction, 3 Schools	15.00	1.69	0.00	10.00	0.00	1.94	0.00	0.00	0.00	0.00	25.00	2.33	2.33	2.00	2.00	2.33	0.00	12.00	3.33	11.33	0.00	1.67	6.33	99.30

Reconsideration Requests

- Notice of reconsideration public hearing provided with priority lists
- District written requests required before end of reconsideration hearing
 - Budget/Scope
 - Ranking/Score
 - Ask for specific action
- Reconsideration hearing held no later than December 1
- DEED determination due within 15 days of public reconsideration hearing
- District can appeal – admin hearing officer determination > SBOE approval/denial > litigation in superior court



CIP APPLICATION

CIP Program Overview

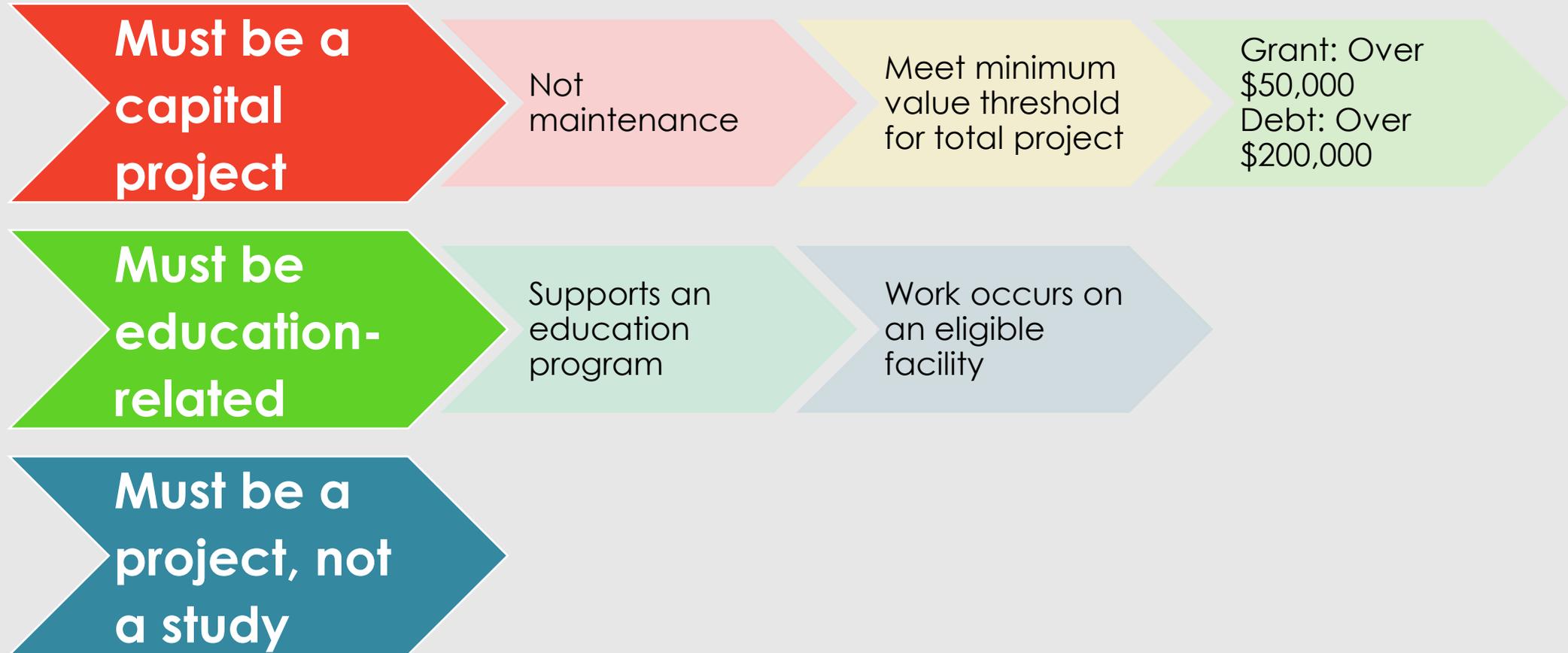
Grant

- All Districts
- Annual Ranking
- District application
- Legislative Capital Budget Appropriation (MM & SC)
- Legislative Operating Budget Appropriation (REAA)

Debt Reimbursement

- Municipal districts with bonding capability
- Current moratorium to new funding extended
- Open to new funding July 1, 2025 (?) with 50% and 40% reimbursement levels
- Legislative Operating Budget Appropriation

Project Eligibility Requirements



Types of CIP Applications

Grant

- Annual submission deadline
- Application or Re-use
- Panel of department reviewers scores each application
- Priority lists are produced

Debt Reimbursement

- Program has been suspended until July 1, 2025.
- Projects voter-approved after July 1, 2025 will be reviewed for eligibility.
- Statute includes provisions for ranking, but seldom used
- DEED reviews scope, budget, eligibility

Application Re-Use

- All projects can submit a re-use of score request the year after an original application was ranked
- Projects that were "substantially complete" in original application can submit a re-use request for 5 years
- Letters requesting re-use must be postmarked by Sept. 1
- Maximum 10 re-use requests
- Re-use applications cannot request reconsideration
- Requests for re-use certify that a project
 - Additional project square footage hasn't decreased
 - Conditions haven't deteriorated so as to increase project costs
 - Life safety and code conditions have not changed so as to affect the project score

CIP Application

- Application due annually postmarked by September 1
 - All project information and attachments, district data
- 3 Sets of Information
 - District eligibility information
 - PM data
 - Project information
- Form, Instructions, and supplemental information available
- More thorough project evaluation by district allows better ranking



**Application for Funding
Capital Improvement Project by Grant
or
State Aid for Debt Retirement**

FY2022

PREPARING & SUBMITTING THIS APPLICATION

For each funding request, submit **one original and three complete copies of this application and two copies of each attachment**. Attachments can be provided in a single copy if electronic files of the attachments are also provided in a portable document file (pdf) format. PDF files of all documents are requested but not required. The grant application deadline is September 1st.

When answering application questions, provide verifiable supporting documentation. Answers that cannot be verified will be considered unsubstantiated and may result in the department finding the application ineligible due to incompleteness.

The department will only score ten project applications from each district during a single rating period. In addition, a district can submit a letter to request reuse of an application's score for one year after the application was filed; or, if the project was substantially complete at the time of the application, the district can request reuse of the application's score for up to five years after the application was filed.

For instructions on completing this application, please refer to the department's [Capital Improvement Project Application and Support webpage](http://education.alaska.gov/facilities/FacilitiesCIP.html) (education.alaska.gov/facilities/FacilitiesCIP.html).

PROJECT INFORMATION

School District: _____

Community: _____

School Name: _____

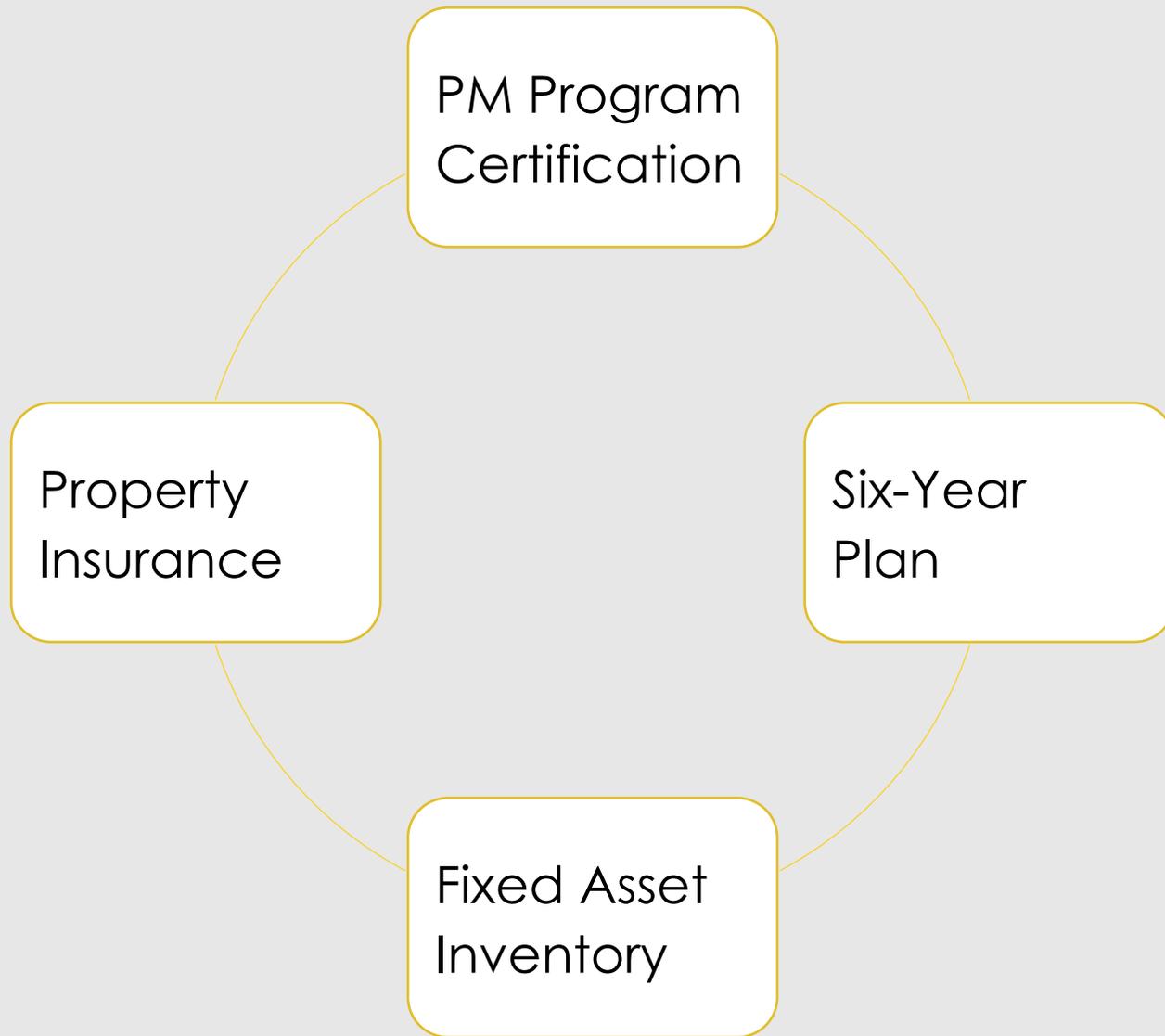
Project Name: _____

CERTIFICATION

I hereby certify that this information is true and correct to the best of my knowledge, and that the application has been prepared under the direction of the district school board and is submitted in accordance with law.

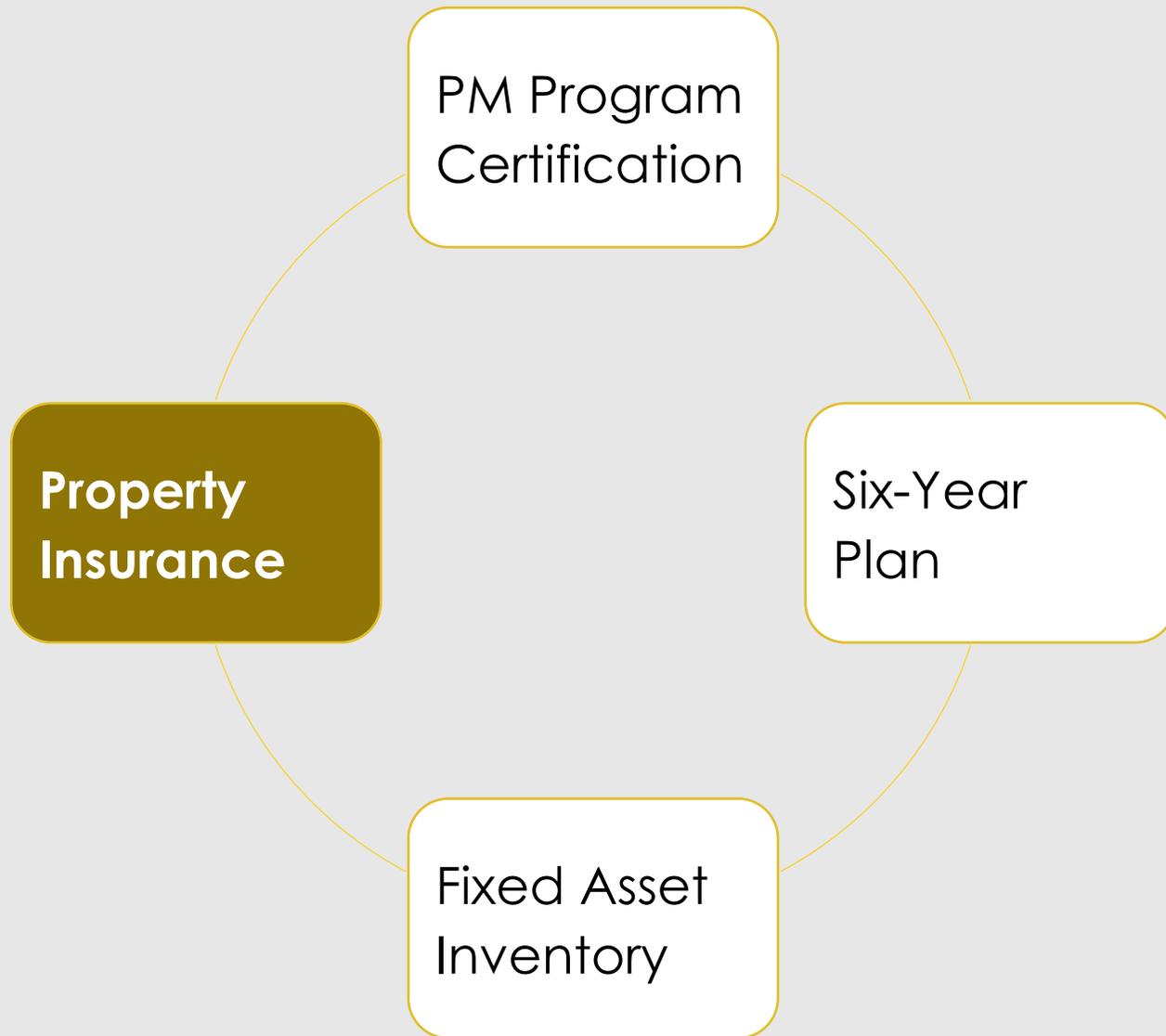
Superintendent or Chief School Administrator

Date



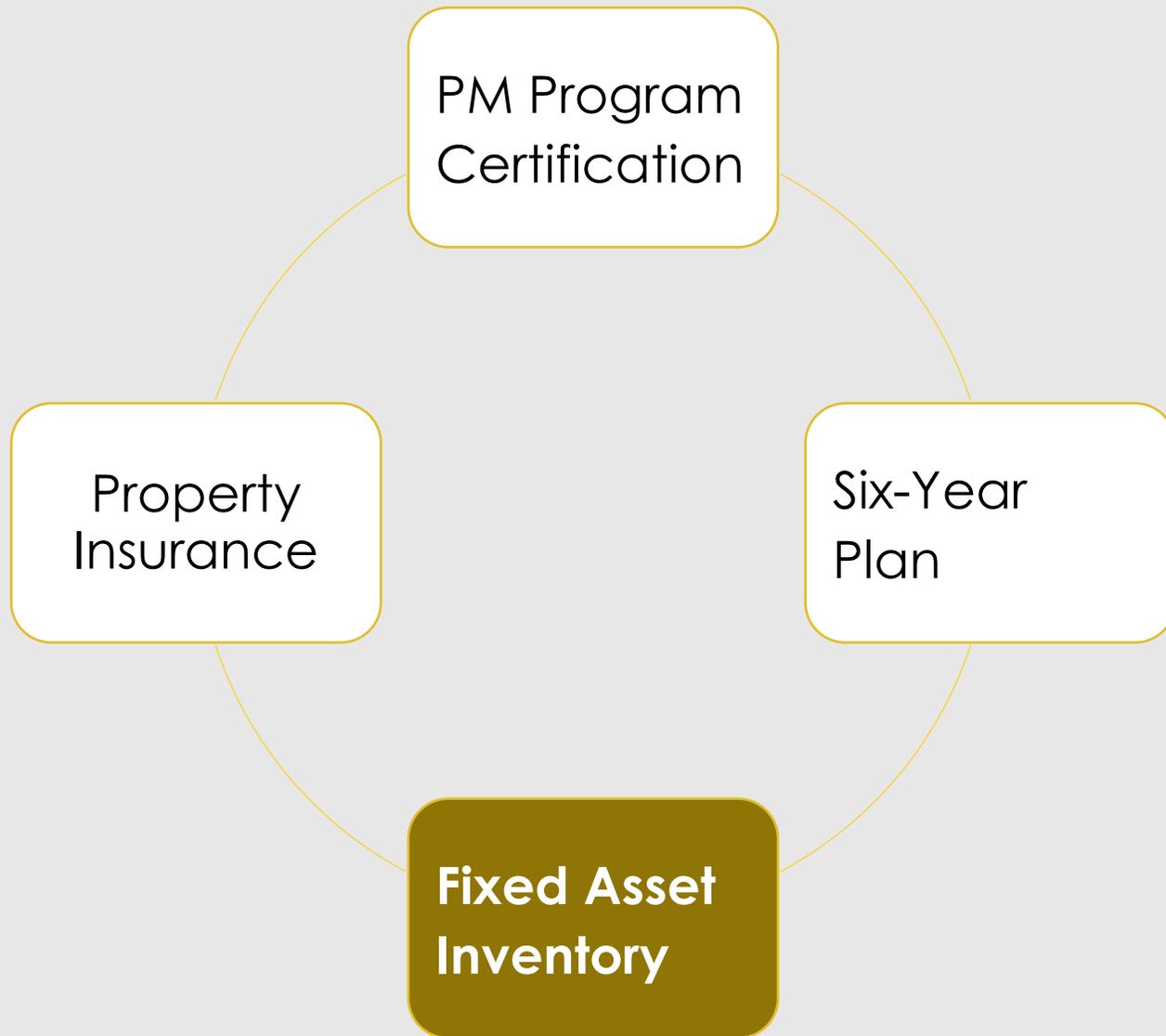
District Eligibility

Eligibility criteria set in
AS 14.11.011 (b) [grant],
AS 14.11.100 [debt]



Property Insurance

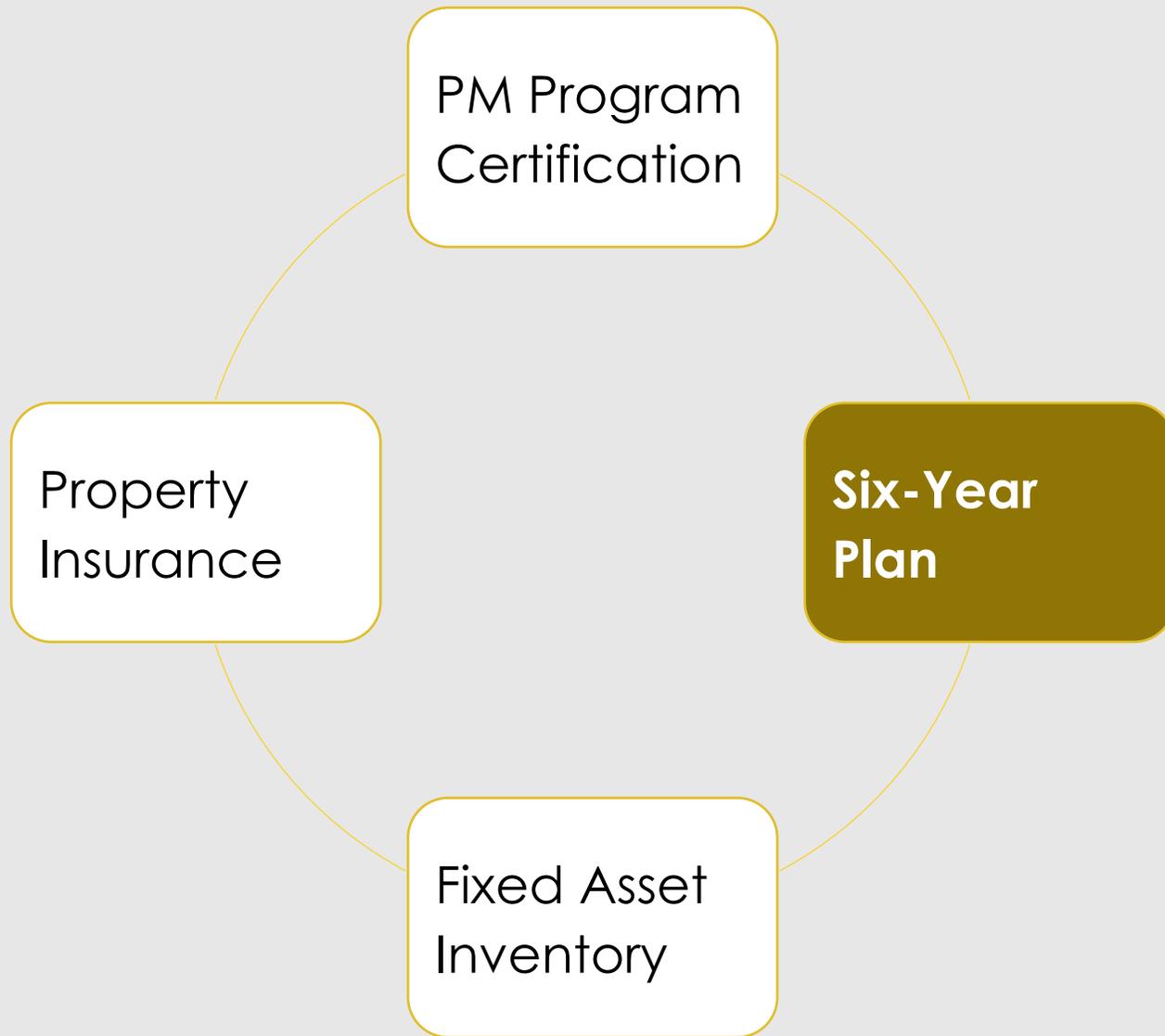
Proof of insurance due annually July 15
Tracks eligible facilities



FAIS

Tracks district assets:
vehicles, equipment, and
buildings

Equipment purchased
with CIP funds added to
FAIS



Six-Year Plan

Outlines district capital project priorities

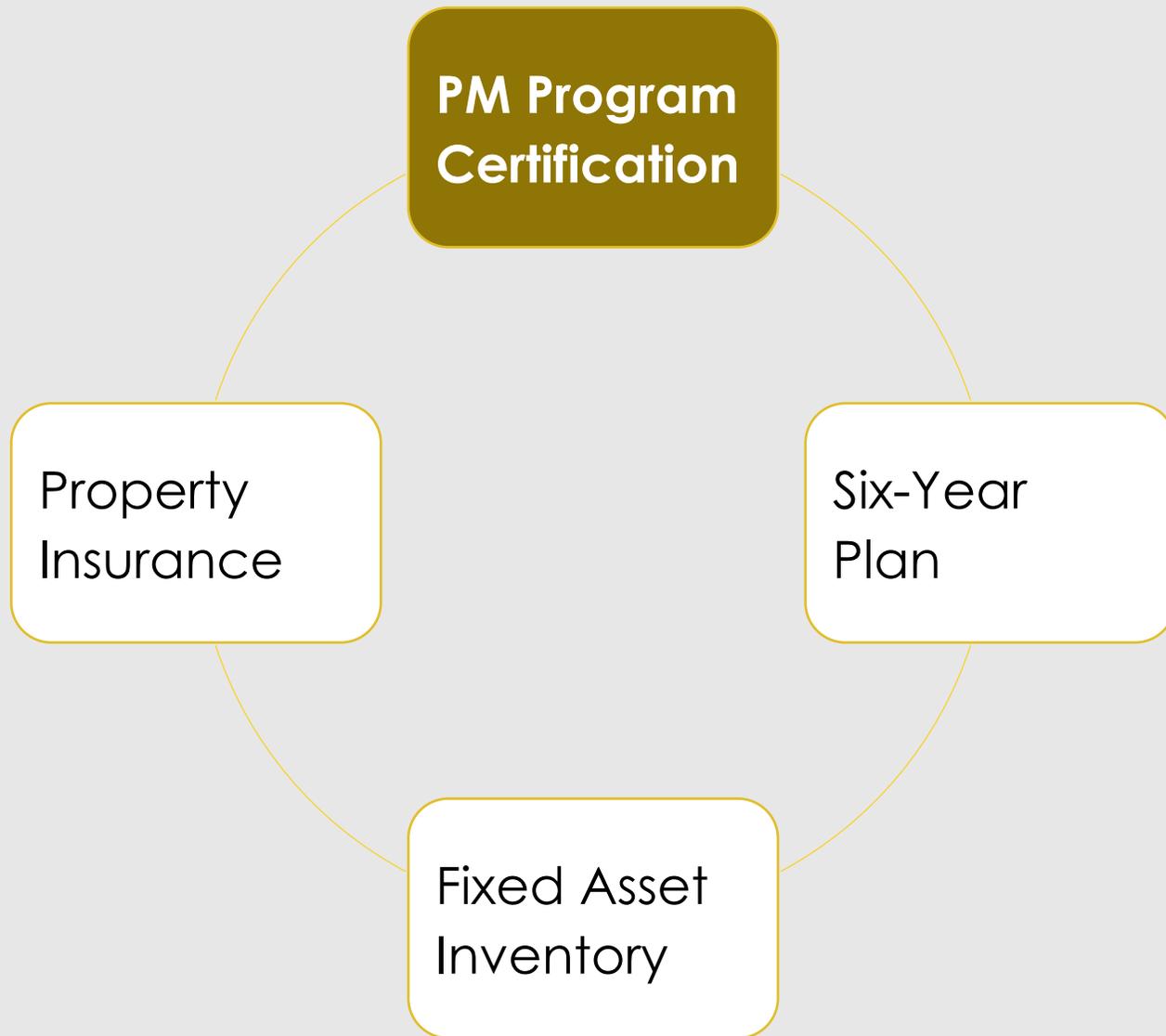
- Project description

- Cost estimate

School Board approved

Form on DEED website

Building System Standards



PM Program Certification

- Ongoing district maintenance activities
- 5-year site visit
- June 1 initial determination
- August 1 deadline for additional submittals
- August 15 final determination

Regular
Activities

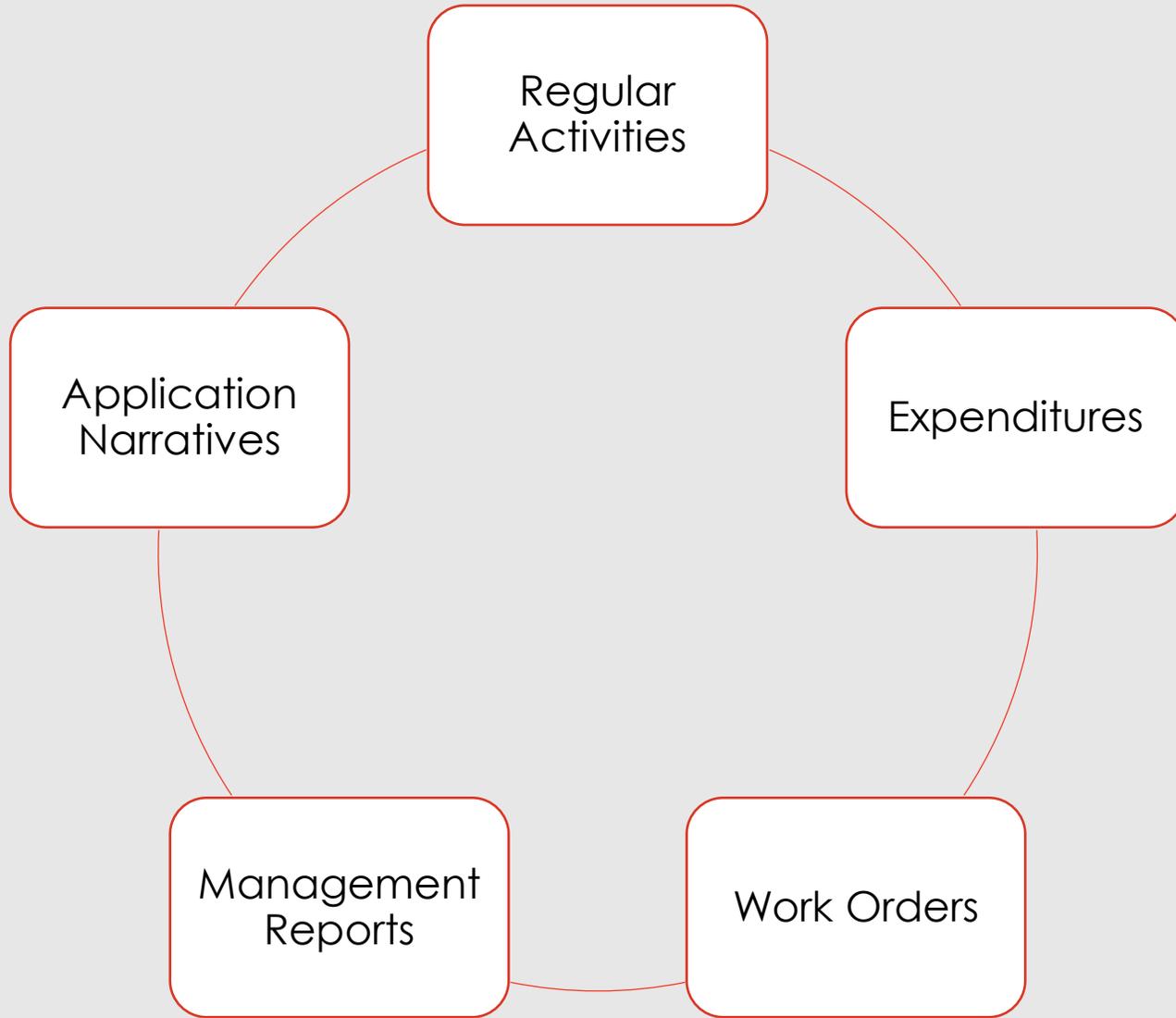
Application
Narratives

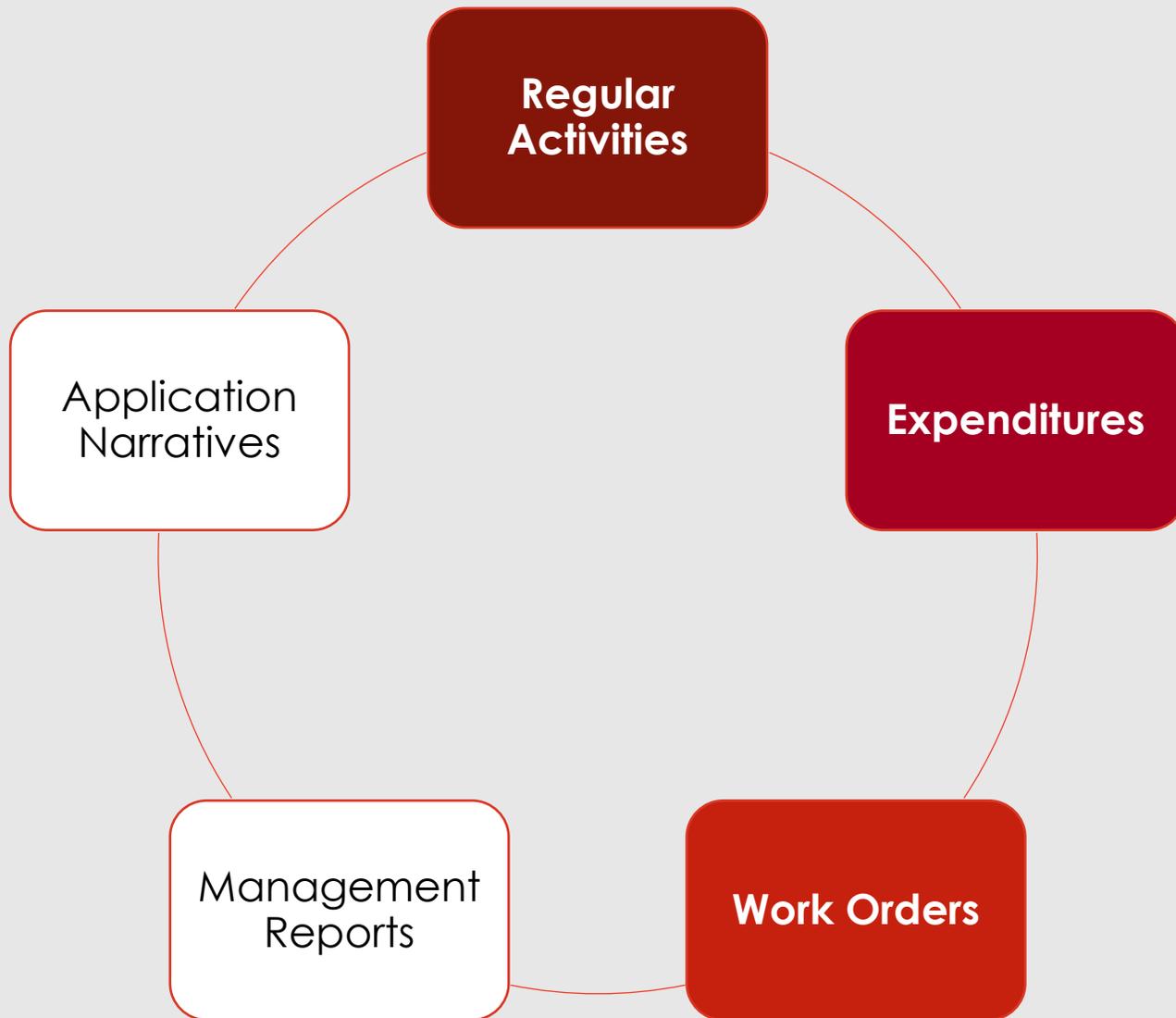
Expenditures

Management
Reports

Work Orders

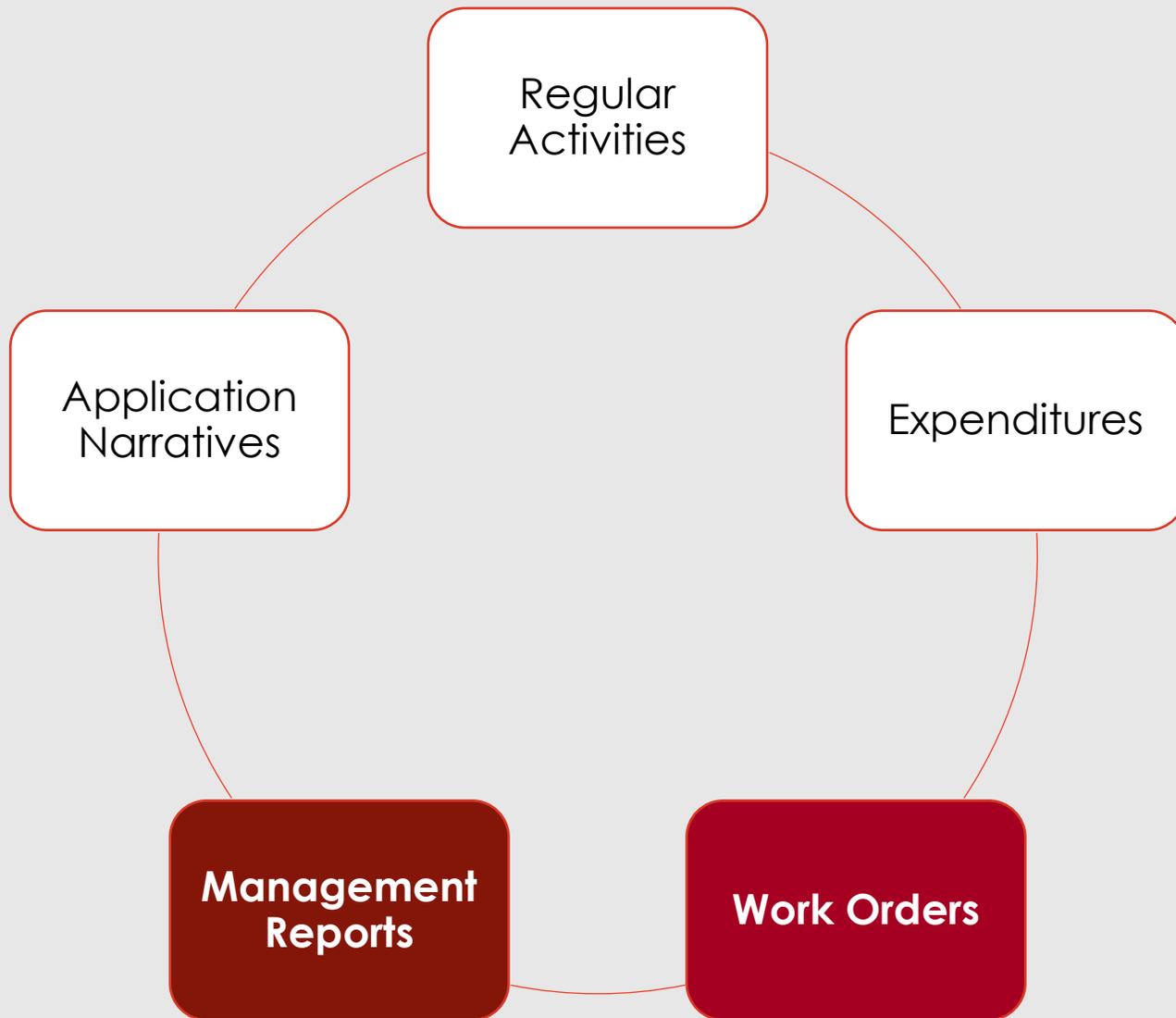
PM Data





Routine PM

Ensure regular maintenance and custodial activities are ongoing, tracked via work orders for management and cost analysis



Management Reports

District tracking of

System Functions

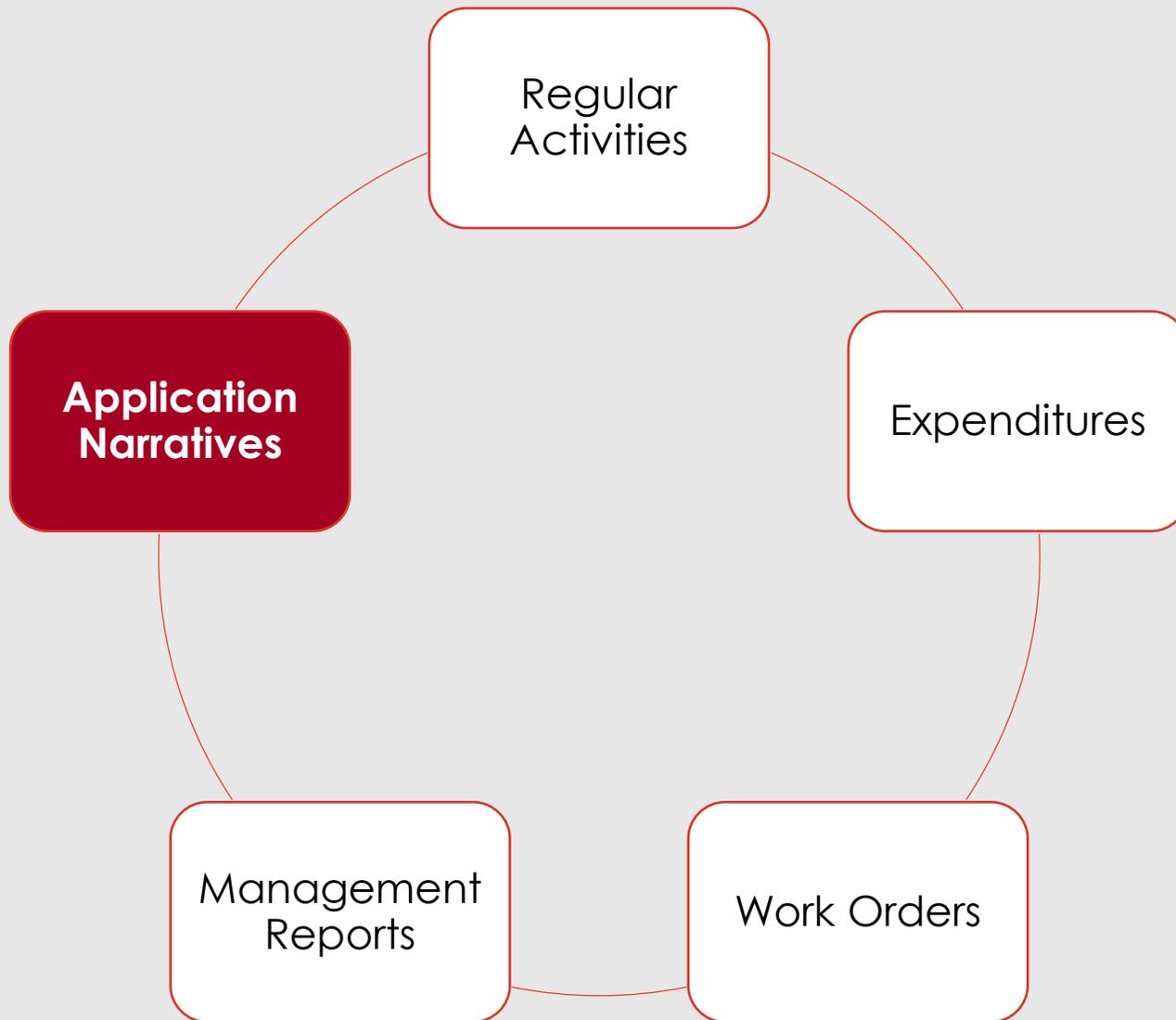
Historical Costs

Energy

System Costs

Capital Planning

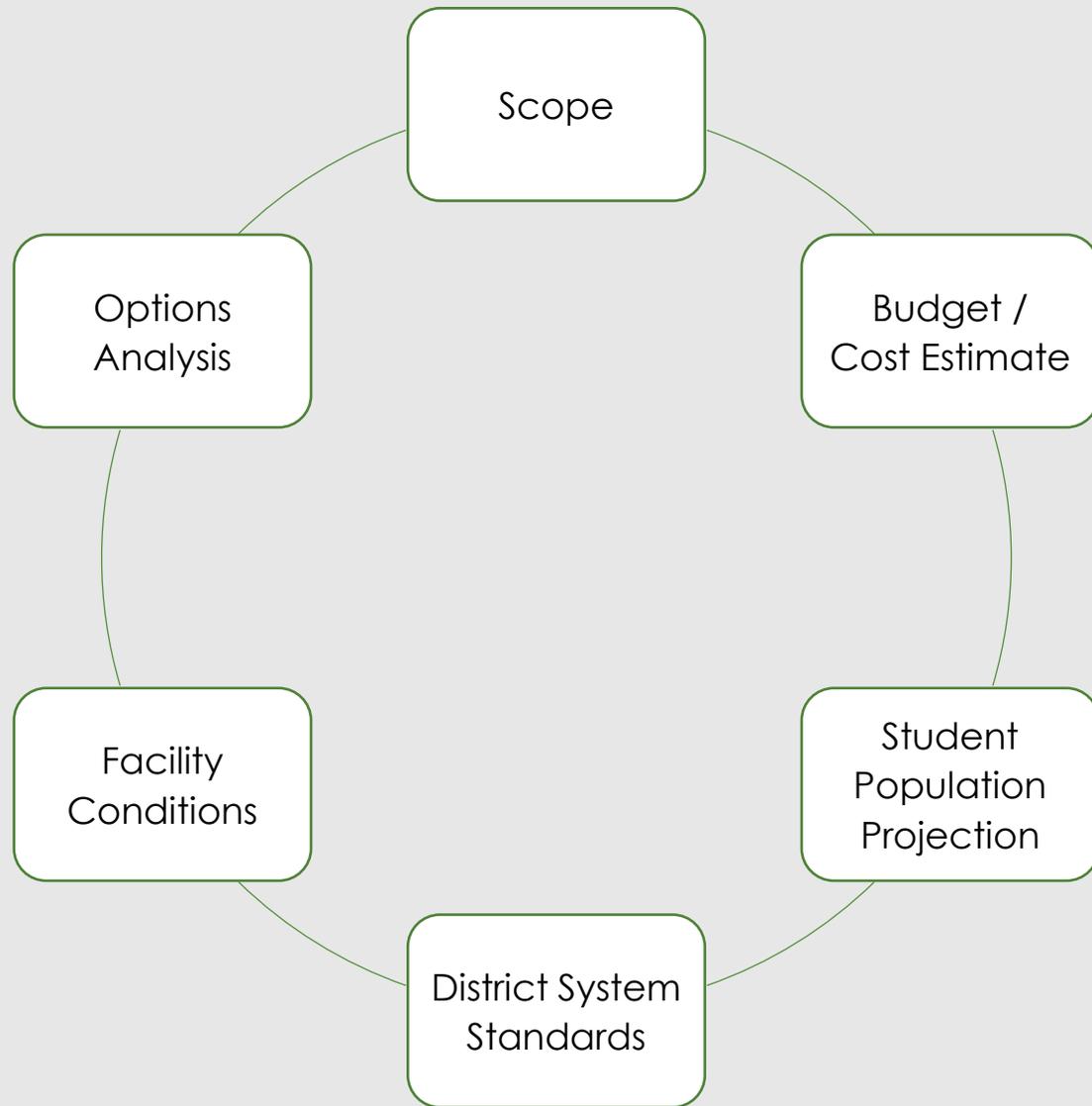
Application submittal



Application Narratives

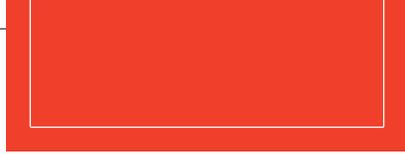
Application submittal;
describe district processes:

- Maintenance Management
- Energy Management
- Custodial Program
- Training Program
- Capital Planning



Project Information

Development of the best project option to correct the problem.



FUNDED PROJECTS

Participating Share

- REAA's: 2%; Municipalities: varies 5% through 35%
- Provide within 3 years
- Sources
 - Fund transfer
 - Bonds (municipalities)
 - Grants, non-AS 14.11
 - In-kind (district labor, materials, equipment)
 - Documentation of prior district-accrued project expenses

Project Agreement Review

- Agreement will match CIP application, but can be refined
- Ensure scope and budget matches request
- Review submittals for applicability, ask questions
- Request DEED review budget or scope amendments if needed as project progresses

Payments

Grant Payment Schedule

- Milestones
- Timely submittals
- Funding before expenditures
- Use of interest from grant payment

Debt Reimbursement

- Schedules submitted by October 15

Procurement

Design, CM, Commissioning

- If over \$50,000:
- 21-day advertising
- 10-day protest period
- Qualifications-based selection

Construction

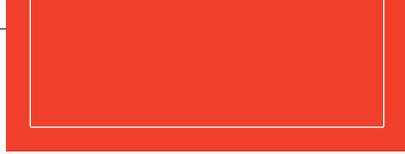
- Competitive bid selection
- 21-day advertising
- 10-day protest period
- No local offeror preference
- Need DEED approval for alternative procurement methods

Annual Reports

- Covers activity in prior fiscal year (July 1 – June 30)
 - Fiscal
 - Narrative
- Required annually as long as project is active with DEED
 - Grant reports due July 31
 - Debt reports due Oct 15
- Provides status check-in for budget and possible submittals

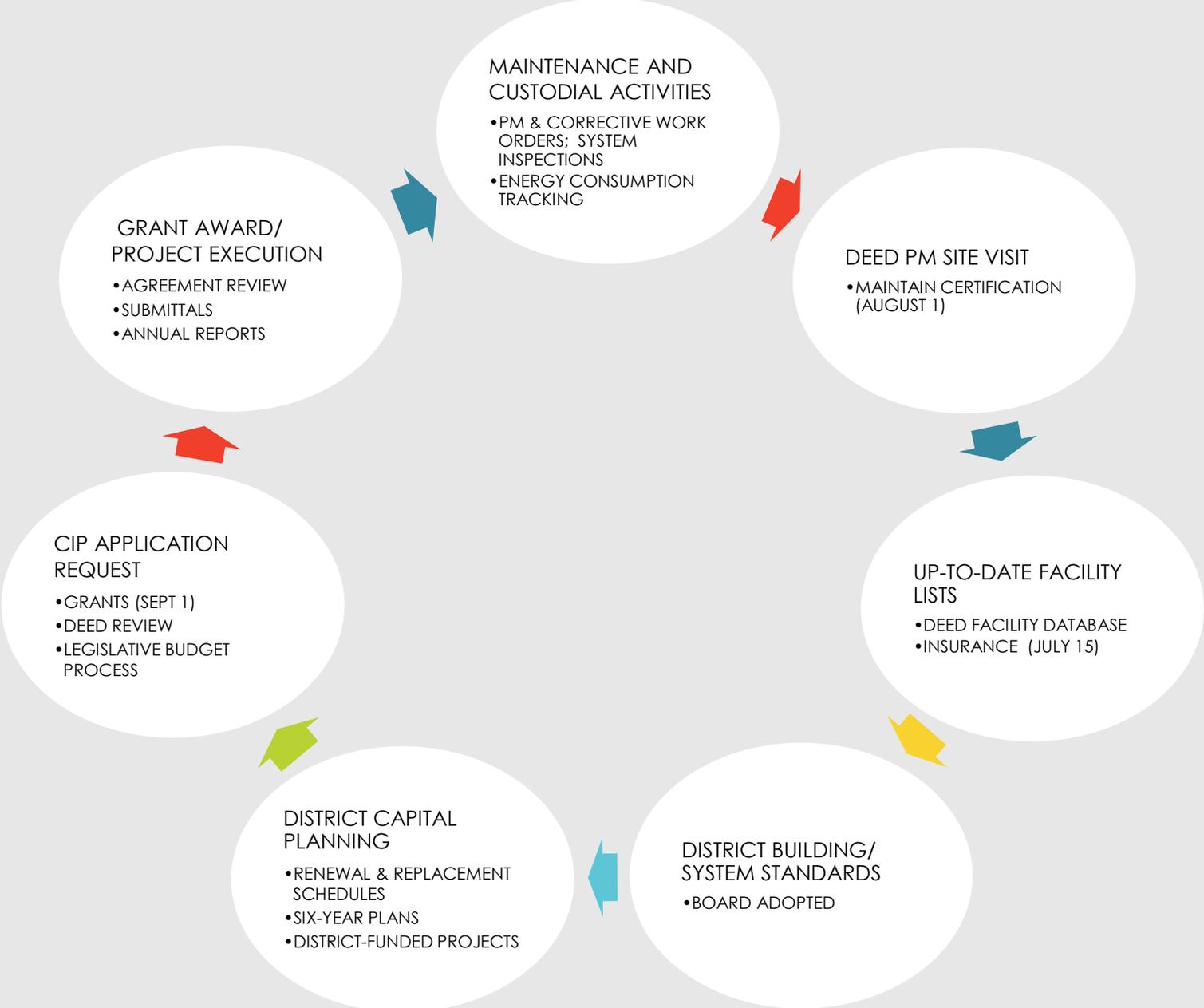
Project Closeout

- Financial Transactions
 - Independent project audit
 - Closeout worksheet – 365 days after substantial completion
 - Transaction activity reports
 - DEED review
- Final Payment & Termination Agreement
- Unexpended funds
 - Debt – redirection to DEED-approved district project or pay down debt service
 - Grant – reserved for allocation to future DEED-ranked projects or legislative re-appropriation



FINAL THOUGHTS

Cycle Summary



Education.Alaska.Gov/Facilities/Publications

- [Capital Project Administration Handbook](#)
- [Project Delivery Method Handbook](#)
- [Professional Services for School Capital Projects](#)
- Forms for Annual Reports, Closeout Worksheets, Six-Year Plan

Education.Alaska.Gov/Facilities/FacilitiesCIP

- CIP Application & Support Materials

DEED Resources

Facilities Staff – Here to Help

- Tim Mearig, Architect/Facilities Manager, 465-6906
- Larry Morris, Architect Assistant, 465-1858
- Wayne Marquis, Building Maintenance Spec. (PM), 465-6928
- Sharol Roys, School Finance Spec. (debt), 465-6470
- Lori Weed, School Finance Spec. (grant), 465-2785

Education.Alaska.Gov/Facilities