



**DRAFT 4: Application for Funding
Capital Improvement Project by Grant
or
State Aid for Debt Retirement**

FY2017

FY 2016

PREPARING AND SUBMITTING THIS APPLICATION

For each funding request submit **one original** and **three complete copies of this application** and **two copies of each attachment**, it is helpful for one attachment copy to be provided in a portable document file (pdf) format. 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.

For instructions on completing this application, please refer to the department's Capital Project Information and References website at:

<http://education.alaska.gov/facilities/FacilitiesCIP.html>

(Note: The department will only score ten projects from each district during a single rating period)

PROJECT INFORMATION

School District: _____

Community: _____

School Name: _____

Project Name: _____

CERTIFICATION

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.

Alaska Department of Education & Early Development

Superintendent or Chief School Administrator _____

Date _____

TYPE OF PROJECT AND FUNDING REQUEST

1. CATEGORY OF FUNDING AND PROJECT TYPE

1a. Type of funding requested *(Choose only one funding source.)*

- Grant Funding
 Aid for Debt Retirement (Bonding)

2a.1b. Primary purpose of project. *(Choose only one category, per AS 14.11.013 for grant projects, or AS 14.11.100(j)(4) for debt retirement projects).* The department will change a project category as necessary to reflect the primary purpose of the project.¹

<u>Grant Funding Categories</u> <u>per AS 14.11.013(a)(1)</u>	<u>Debt Funding Categories</u> <u>per AS 14.11.100(j)(4)</u>
<p>School Construction:</p> <p><input type="checkbox"/> Health and life-safety (Category A; this category is not available for debt retirement)</p> <p><input type="checkbox"/> Unhoused students (Category B; Category A for debt retirement)</p> <p><input type="checkbox"/> Improve instructional program (Category F; Category D for debt retirement)</p> <hr/> <p>Major Maintenance:</p> <p><input type="checkbox"/> Protection of structure (Category C)</p> <p><input type="checkbox"/> <u>Building code deficiencies (Category D)</u></p> <p><input type="checkbox"/> <u>Achieve operating cost savings (Category E)</u></p>	<p><input type="checkbox"/> Protection of structure (Category C, this category is not available for debt retirement) <u>Unhoused students</u></p> <p><input type="checkbox"/> Health and safety or building (Category D; Category B for debt retirement) code deficiencies</p> <p><input type="checkbox"/> <u>Achieve operating cost savings (Category E; Category C for debt retirement)</u></p> <p><input type="checkbox"/> <u>Improve instructional program</u></p>

1c. Phases of project to be covered by this funding request *(Indicate all applicable phases):*

- Planning (Phase I)
 Design (Phase II)
 Construction (Phase III)

¹ The department's authority to assign a project to its correct category is established in AS 14.11.013(c)(1) and in AS 14.11.013(a)(1) under its obligation to verify a project meets the criteria established by the Bond Reimbursement & Grant Review Committee under AS 14.11.014(b).

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BASIC ELIGIBILITY REQUIREMENTS

2. ELIGIBILITY REQUIREMENTS TO SUBMIT AN APPLICATION

Questions 2a-2e require a “yes” response, with substantiating documentation as necessary, in order to be eligible for review and rating.

32a. Has a six-year Capital Improvement Plan (CIP) been approved by the district school board? yes no

(Refer to AS 14.11.011(b), and 4 AAC 31.011(c); attach a copy of the 6-year ~~P~~plan.)

42b. Does the school district have a functional fixed asset inventory system? yes no

~~(Refer to AS 14.11.011(b)(1).)~~

52c. Is evidence of required insurance attached to this application or has evidence been submitted as required to the department? yes no

~~(Refer to AS 14.11.011(b)(2).)~~

6a2d. Is the project a capital improvement project and not part of a preventive maintenance program or custodial care? yes no

(Supporting evidence must be ~~The scope of work as~~ outlined in the project description, question ~~483d.~~, ~~must meet the requirements of~~ Reference AS 14.11.011(b)(3))

2e. Is the district’s preventive maintenance program certified by the department? yes no

~~7a~~ Districtwide maintenance expenditures for the last 5 years will be gathered by the department from audited financial statements. ~~(Costs for teacher housing, utilities, or expenditures for which reimbursement is being sought will be excluded. See instructions for specific accounting codes to be included.)~~

~~6b.~~ Is adequate documentation provided? ~~(Reference: AS 14.11.013(c)(3)(A) and 4 AAC 31.022(d)(1))~~ yes no

~~7b.~~ 2f. Districtwide replacement cost insurance for the last five years will be gathered by the department from annual insurance certification and schedule of values.

DISTRICT INFORMATION

3. PROJECT INFORMATION

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owned or state-leased facilities, ~~attach-a~~ will be secured and maintained during transition ~~plan for protection and disposal of the properties-). See instructions.~~

47.3d. Project description/Scope of work: The project description/scope of work narrative is a required element of this application (Reference AS 14.11.013(c)(3)(A)) ~~should provide a clear description of the project scope to be completed with this project. If prior or subsequent work is included as a part of the description, be sure to clearly identify the components of work to be completed with THIS project. Provide an estimated project timeline that includes an estimated date for receipt of funding, construction start date, and construction completion date. (50 points possible for description of severity of life/ safety and code issues)~~

~~(Refer to AS 14.11.011(b)(1) and to the instructions accompanying this form. Appendices A and C accompanying the instructions may be particularly helpful. If attached documentation is intended to address this question, please note the attachment in question 31.)~~

Project description

Provide a clear, detailed description of the project. At a minimum, include the following:

- Facilities impacted by the project
- Age of facility/system(s)
- Facility/system conditions requiring capital improvement
- Other discussion

Scope of work

Provide a clear, detailed description of the scope of work that addresses the items in the project description. At a minimum, include the following:

- Work items to be completed with this project
- Work items already completed (if any)
- Project schedule
 - Estimated receipt of funding date
 - Contract with design team
 - Begin design
 - Design work 100% complete
 - Project out to bid
 - Begin construction
 - Complete construction
- Other discussion

Cost estimate discussion

At a minimum, include the following:

- Identify source of construction cost estimate
- Identify source of lump sum costs
- Identify assumptions
- Other discussion

~~1e.3e.~~ Is the work identified in this project request partially or fully complete? yes no

~~{~~If the answer is yes, attach 2 copies of documentation that establishes compliance with the department's requirements for bids and awards of construction contracts. (Reference 4 AAC 31.080) ~~and please note the attachment in question 31.)~~

~~153f.~~ Will this project require acquisition of additional land or utilization of a new school site? yes no

~~{~~If the answer is yes, attach site description or site requirements. If a new site has been identified, attach the site selection analysis used to select the new site. Note the attachment on the last page of the application~~in question 31.)~~

4. CODE DEFICIENCY / PROTECTION OF STRUCTURE / LIFE SAFETY

4a. Code deficiency / Protection of structure / Life safety (Up to 50 points)

Describe in detail the issue, impact, and severity of code deficiency, protection of structure, and life safety conditions; attach supporting documentation.

Categorize the issues described and explained above by checking the box that reflects the primary issue related to the building condition(s).

Code Deficiency: Deficiencies related to building code conditions where there is no threat to life safety. These issues include compliance with various current building and accessibility codes. (0 to 35 points)

Protection of Structure: Deficiencies that, when left unrepaired, will lead to new or continued damage to the existing structure, building systems, and finishes resulting in a shortened life of the facility. (0 to 35 points)

Life Safety: Deficiencies representing unsafe conditions threatening the health and life safety of students, staff, and the public, and building code conditions impacting health and life safety. (0 to 35 points)

Building Failure: Complete or imminent building failure caused by code deficiency, protection of structure, or life safety conditions resulting in unhoused students. (35 to 50 points)

ATTENDANCE AREA AND AVERAGE DAILY MEMBERSHIP (ADM)

5. REQUIREMENTS FOR SPACE TO BE ADDED OR REPLACED

Please NOTE: If ~~you have classified~~ this project is classified as Major Maintenance (Category C, D, or E) and ~~you are~~ is not including any new space, skip to ~~question 25-5i~~. **All applications requesting new or replacement space must provide the information requested in this section.** -For the purposes of this section, gross square footage is calculated in accordance with 4 AAC 31.020(e). Worksheets to be completed are available at the department's website at: <http://education.alaska.gov/facilities/FacilitiesCIP.html>

19.5a. Indicate the student grade levels to be housed ~~by~~ in the proposed project facility: _____

20.5b. ~~Within the attendance area, is~~ there any work (other than this project) within the attendance area that has been approved by local voters, or has been funded, or is in progress that houses any student grade levels included in the proposed project? yes no
(If the answer is yes, ~~please~~ provide information below about size, student capacity, and grades to be served in the table below.)

Project Name	GSF	Grades	Capacity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

21.5c. ~~Within the attendance area, are~~ there school facilities within the attendance area that house any student grade levels included in the proposed project? yes no
(If the answer is yes, ~~please~~ provide information below about size, student capacity, and grades served in the table below.)

School Name	GSF	Grades	Capacity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In lieu of data in the format above for questions ~~205b~~ and ~~215c~~, we are providing detailed attachments. yes no

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225d. What is the anticipated date of occupancy for the proposed facility?

(Provide a project schedule if available.) _____

235e. Unhoused students (Up to 80 points ~~possible~~)

In the table below, provide the attendance area's current and projected ADM:

Table 5.1 ATTENDANCE AREA ADM			
School Year	K-6 ADM	7-12 ADM	Total ADM
2012-2013			
2013-2014			
2014-2015			
2015-2016			
2016-2017			
2017-2018			
2018-2019			
2019-2020			
2020-2021			
2021-2022			

24.5f. Were the ADM projections used by the district based on the department's worksheets?

yes no

By what method(s) were ADM projections calculated?

Attach calculations and justifications.

5g. Confirm space eligibility:

Qualifies for _____ additional SF

Applying for _____ additional SF

ALTERNATIVE FACILITIES AND OPTIONS

27.5h. Regional community facilities (Up to 5 points ~~possible~~)

List below any alternative regional, community, and school facilities in the area that are capable of housing students. Identify the facility by name, its condition, and provide the distance from current school. If attached documentation is intended to address this question, note the attachment on the last page of the application.

(Refer to AS 14.11.013(b)(4). If attached documentation is intended to address this question, please note the attachment in question 31.)

PROJECT SPACE

25.5i. Project space utilization. (Up to 30 points)

Completion of this table is **mandatory for all projects that add space or change existing space utilization.** -If the project does not alter the configuration of the existing space, it is not necessary to complete this table. -Use gross square feet for space entries in this table. ~~(30 points possible available for type of space constructed)~~

Table 5.2 PROJECT SPACE EQUATION

	A	I	II	III	IV	B
Space Utilization	Existing Space	Space to remain "as is"	Space to be Renovated	Space to be Demolished	New Space	Total Space upon Completion
Elem. Instructional/Resource						
Sec. Instructional/Resource						
Support Teaching						
General Support						
Supplementary						
Total School Space						

6. PROJECT PLANNING

6a. Condition/Component survey (0 to 10 points)

~~16. Has~~ 1. Is a facility or component condition survey yes no
~~attached?been completed?*~~ (5 points possible)

(If the answer is yes, attach 2 copies and Note the attachment in question 31.)

6b. Concept design (0 or 10 points, all elements required for 10 points)

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Has a facility appraisal been completed? (5 points possible) yes no
(If the answer is yes, attach 2 copies and Note the attachment in question 31.)

1. Has an architectural or engineering consultant been selected (as required)?

Has work been completed on planning?*(10 points possible) yes no
(If yes, attach documentation supporting planning as described in Appendix A, and please note the attachment in question 31.)

2. Are concept design studies/planning cost estimates attached?

3. New construction projects: are educational specifications, site selection analysis, and student population projections attached (as required)? yes no

6c. Schematic design - 35% (0 or 10 points, all elements required for 10 points as applicable to the project)

Has work been completed on 1. Are complete schematic design documents attached?* (10 points possible) yes no
Schematic design documents include approximate dimensioned site plans, floor plans, elevations, and engineering narratives for all necessary disciplines.
(If yes, attach documentation supporting schematic design as described in Appendix A, and please note the attachment in question 31.)

2. Is a schematic design level cost estimate attached? yes no

6d. Design development - 65% (0 or 5 points, all elements required for 5 points as applicable to the project)

Has work been completed on 1. Are design development documents attached?* (10 points possible) yes no
Design development documents include dimensioned site plans, floor plans, complete exterior elevations, draft technical specifications and engineering plans.
(If yes, attach documentation supporting design development as described in Appendix A, and please note the attachment in question 31.)

2. Is a design development cost estimate attached? yes no

* - Identify the Design consultant. If there is no Design consultant for this project, provide a detailed explanation of why a consultant is not required.

6e. Planning/Design team: list parties who have contributed to the evaluation and/or design services thus far for this project. When applicable, a district employee with special expertise should be listed, along with the basis for his or her expertise.

Provider

Expertise

_____	_____
_____	_____

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~~Design Consultant~~ _____

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7. COST ESTIMATE

~~COST ESTIMATES~~

7a. Cost estimate for total project cost (Up to 30 points possible): Complete the following tables using the Department of Education & Early Development’s 13th Edition Cost Model or an equivalent cost estimate. Completion of the tables is mandatory.

Percentages are based on construction cost. See Appendix C for additional information. If your project exceeds the recommended percentages, you must provide a detailed justification for each item exceeding the percentage. The total of all additive percentages should not exceed 130%. If the additive percentages exceed 130%, a detailed explanation must be provided or the department will adjust the percentages to meet the individual and overall percentage guidelines.

Table 7.1 TOTAL PROJECT COST ESTIMATE

Project Budget Category	Maximum % without justification	I	II	III	IV
		Prior AS 14.11 Funding	Current Project Request	% of Total Construction Cost	Project Total
CM - By Consultant ¹	2 - 4%				
Land ²					
Site Investigation ²					
Seismic Hazard ³					
Design Services	6 - 10%				
Construction ⁴					
Equipment & Technology ^{2,5}	up to 10%				
District Administrative Overhead ⁶	up to 9%				
Art ⁷	0.5% or 1%				
Project Contingency	5%				
Project Total					

- Percentage is established by AS 14.11.020(c) for consultant contracts (Maximum allowed percentage by total project cost: \$0-\$500,000 – 4%; 500,001- \$5,000,000 – 3%; over \$5,000,000 – 2%).
- Include only if necessary for completion of this project.- Amounts included for Land and Site Investigation costs need to be supported in the Project Description (Question ~~47~~3d), and supporting documentation should be provided in the attachments.
- Costs associated with assessment, design, design review, and special construction inspection services associated with seismic hazard mitigation of a school facility. This amount needs to be provided by a design consultant, and should not be estimated based on project percentage.
- Attach detailed construction cost estimate and life cycle cost if project is new-in-lieu-of-renovation.
- Equipment and technology costs should be calculated based on the number of students to be served by the project. See the department’s publication, Guidelines for School Equipment Purchases for calculation methodology (2005). -The department will accept a 5% per year inflation rate (from the base year of 2005) added to the amounts provided in the Guideline. Technology is included with Equipment.
- Includes district/municipal/borough administrative costs necessary for the administration of this project; this budget line will also include any in-house construction management cost.

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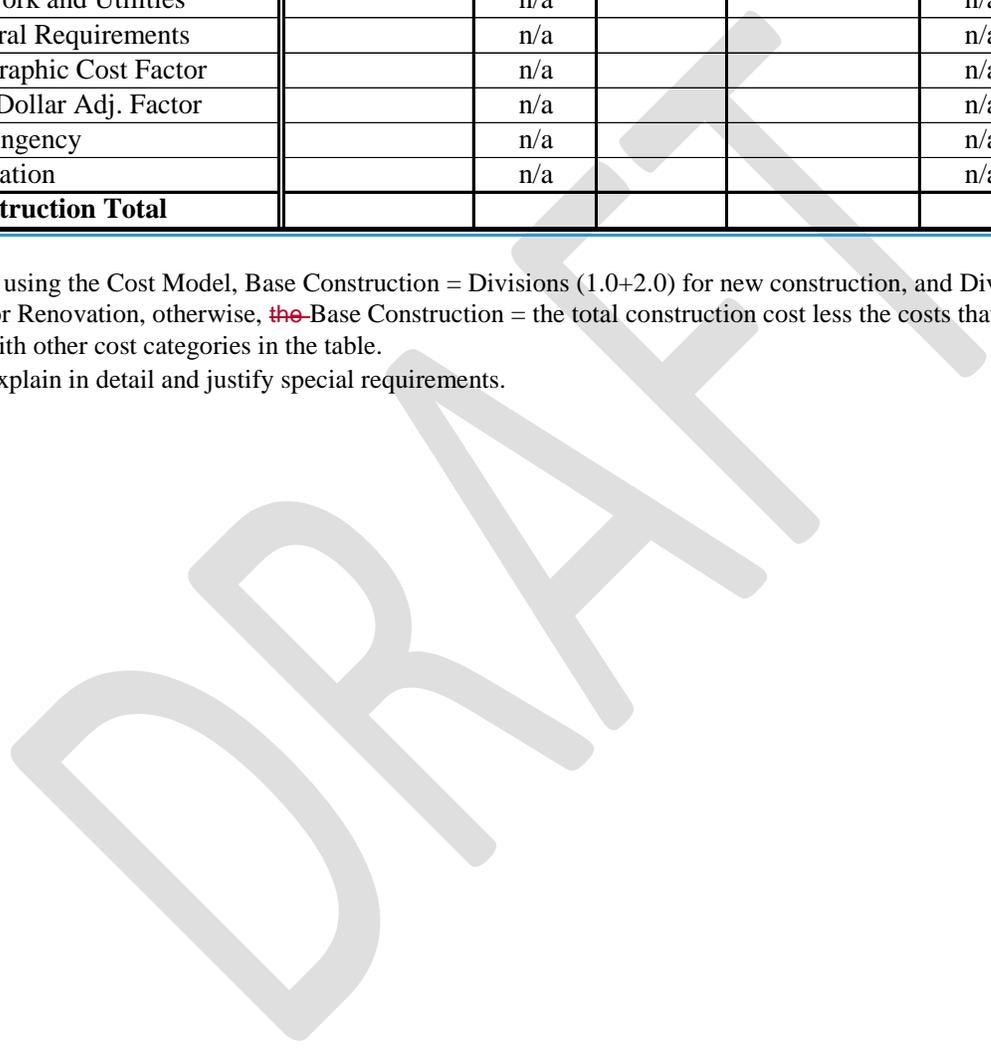
67. Only required for renovation and construction projects over \$250,000 that require an Educational Specification (AS 35.27.020(d)).

Table 7.2 CONSTRUCTION COST ESTIMATE

Construction Category	New Construction			Renovation		
	Cost	GSF	Unit Cost	Cost	GSF	Unit Cost
Base Building Construction ¹						
Special Requirements ²		n/a			n/a	
Sitework and Utilities		n/a			n/a	
General Requirements		n/a			n/a	
Geographic Cost Factor		n/a			n/a	
Size/Dollar Adj. Factor		n/a			n/a	
Contingency		n/a			n/a	
Escalation		n/a			n/a	
Construction Total						

21. If using the Cost Model, Base Construction = Divisions (1.0+2.0) for new construction, and Division 11.00 for Renovation, otherwise, ~~the~~ Base Construction = the total construction cost less the costs that correspond with other cost categories in the table.

22. Explain in detail and justify special requirements.



8. ADDITIONAL PROJECT ELEMENTS

Emergency conditions are those that pose a high level of threat for building use by occupants.

14.8a. Is this project an emergency? (Up to 50 points possible) yes no

(Refer to AS 14.011.013(b)(1) and the instructions.

Has the district submitted an insurance claim? yes no

If no, explain below.

If the ~~answer~~ project is **yes** an emergency, describe below in detail the nature, impact, and immediacy of the emergency and actions the district has taken to mitigate the emergency conditions.

Categorize the issues described and explained above by checking the boxes that apply to the building condition(s).

Building is destroyed or rendered functionally unsafe for occupancy and requires the building to be demolished and rebuilt. (50 points)

Building is unsafe and the entire student population is temporarily unhoused. The building requires substantial repairs to be made safe for the student population to occupy the building. (25-45 points)

Building is occupied by the student population. A local or state official has issued an order that the building will need to be repaired by a certain date or the district will have to vacate the building. (5-25 points)

A portion of the building requires significant repair or replacement of damaged portion of building. The damaged portion of the building cannot be used for educational purposes. (5-45 points)

A major building component or system has completely failed and is no longer repairable. The failed system or component has rendered the facility unusable to the student population until replaced. (25-45 points)

A major building component or system has a high probability of completely failing in the near future. The component or system has failed but has been repaired, and has limited functionality. If the component fails, the district may be required to restrict use of the building until the component or system is repaired or replaced.
(5-25 points)

26.8b. Inadequacies of existing space (Up to 40 points ~~possible for inadequacy of space~~)

Describe how the inadequacies of the existing space. ~~Specifically address how the inadequacies impact the mandated instructional educational programs and facility operations~~ or existing or proposed local programs and how the project will improve the existing facilities to support the instructional programs.
~~(Refer to 4 AAC 31.022 (c)(4). If attached documentation is intended to address this question, please note the attachment in question 31.)~~

28.8c. Other options (Up to 25 points ~~possible~~)

Describe, in addition to the proposed project, at least two or more viable and (realistic) options ~~in addition to the proposed project~~ that have been considered in the planning and development of this project to address the best solution for the facility.

Major maintenance projects should include consideration of project ~~execution options (phasing, in house vs. contracted construction), and design options~~, material or component selection options; phasing, cost comparisons, or other considerations.

New school construction or addition/replacement of space projects ~~need to~~ should include a discussion of existing building renovation versus new construction, acquisition or use of alternative facilities, a life cycle cost analysis and cost benefit analysis, service area boundary changes where there are adjacent attendance areas; or other considerations. ~~Projects proposing the addition or replacement of space need to consider acquisition or use of alternative facilities, a life cycle cost analysis and cost benefit analysis, and a service area boundary change option where there are adjacent attendance areas.~~

~~(Refer to AS 14.11.013(b)(6). If attached documentation is intended to address this question, please note the attachment in question 31.)~~

29.8d. Annual operating cost savings (Up to 30 points ~~possible~~)

Quantify the project's annual operational cost savings, if any, in relation to the project total cost. ~~(Refer to 4 ACC 31.022(c)(3). If attached documentation is intended to address this question, please note the attachment in question 31.)~~

RELATED FUNDING

10.8e. Phased funding (Up to 30 points ~~possible for previous funding~~)

Provide AS 14.11 administered grants that have been appropriated by the legislature as partial funding in support of this project. This category is score-able only in instances where project funding was intentionally phased. ~~This does not include debt retirement projects.~~

Applications seeking funds for cost overages, change in scope, or other actions not noted in the original application or legislative appropriation will not be considered eligible for these points.

EED grant #: _____

14.8f. Is the district applying for a waiver of participating share?

yes no

Only municipal districts with a full value per ADM less than \$200,000 are eligible to apply for a waiver of participating share. REAA's are not eligible to request a waiver of participating share. (If the district is applying for a waiver, attach justification. Refer to AS 14.11.008(d) and Appendix E of the application instructions.)

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FACILITY MANAGEMENT

9. DISTRICT PREVENTIVE MAINTENANCE & FACILITY MANAGEMENT

30. District preventive maintenance and facility management (55 points possible)

Provide Ensure that documents related to the district's maintenance and facility management program: have been provided with district CIP submittals. Include management reports, renewal and replacement schedules, work orders, energy reports, training schedules, custodial activities, and any other documentation that will enhance the requirements listed in the instructions. Include the following documents:

Assessment # 1) — 9a. Maintenance Management Narrative (Up to 5 Evaluative Points)

Assessment # 2) — 9b. Maintenance Labor Reports (Up to 15 Formula-Driven Points)

Assessment # 3) — 9c. PM/Corrective Maintenance Reports (Up to 10 Formula-Driven Points)

Assessment # 4) — 9d. 5-Year Average Expenditure on Maintenance. Districtwide maintenance expenditures for the last 5 years will be gathered by the department from audited financial statements. (Up to 5 Formula-Driven Points)

Assessment # 5) — 9e. Energy Management Narrative (Up to 5 Evaluative Points)

Assessment # 6) — 9f. Custodial Narrative (Up to 5 Evaluative Points)

Assessment # 7) — 9g. Maintenance Training Narrative (Up to 5 Evaluative Points)

Assessment # 8) — 9h. Capital Planning Narrative (Up to 5 Evaluative Points)

ATTACHMENTS CHECKLIST

Note all attachments included with the application.

Project eligibility attachments: Eligibility item is required on all projects.

- Six-year Capital Improvement Plan (CIP) (question 2a)

District eligibility attachments: Submit two copies, regardless of number of project applications.

- Preventive maintenance and facility management narratives (questions 9a, 9e-9h)
- Preventive maintenance reports (questions 9b, 9c)

ATTACHMENTS

~~31. Please check to indicate all items that are attached to this application and note that two copies of each attachment should be included. Attachments designated as **Required** must be included for the application to be considered complete.~~

Project description attachments: List all attachments referred to or noted in the application. Some items may not be applicable to a specific projects. Submit two copies of each attachment with application

- ~~Six-year Capital Improvement Plan (CIP) (question 3); **Required for eligibility**~~
- ~~Description of maintenance and facilities management program (question 30); **Required for eligibility**~~
- Site description, site requirements, and/or site selection analysis (question ~~45~~3g)
- Transition plan for state-owned or state-leased properties (question ~~83~~3c)
- Facility condition survey (question ~~46~~6a)
- Facility ~~A~~ appraisal (question ~~46~~6b)
- ~~Planning documentation (question 16)~~ Educational specification (question 6b)
- Concept design documentation (question 6b)
- Schematic design documentation (question ~~46~~6c)
- Design development documentation (question ~~46~~6d)
- Cost estimate worksheets (question ~~48~~7a)
- Budget variance justification (question ~~48~~7a)
- Appropriate compliance reports (*i.e., Fire Marshal, AHERA, ADA, etc.*) (questions 4a, 8a)
- Cost/benefit analysis (~~questions 17, 18, 28, 29~~ question 8d)
- Life cycle cost analysis (~~questions 17, 18, 28, 29~~ question 8d)
- Value analysis provided (question ~~17, 18, 28, 29~~8d)
- Capacity calculations of affected schools in the attendance area/areas (question ~~20, 21~~5e)
- Enrollment projections and calculations (question ~~23~~5e)
- Justification for waiver of participating share (question ~~11~~8f)
- For fully or partially completed projects: documentation establishing compliance with 4 AAC 31.080 (question ~~2e~~3f)
- Other: _____