

# DEED CAPITAL IMPROVEMENT PROJECT (CIP) CYCLE 2026 Workshop

Alaska Department of Education and Early Development

Michael Butikofer, Facilities Manager

Heather Heineken, Finance and Support Services Director

April 28 and 29, 2026



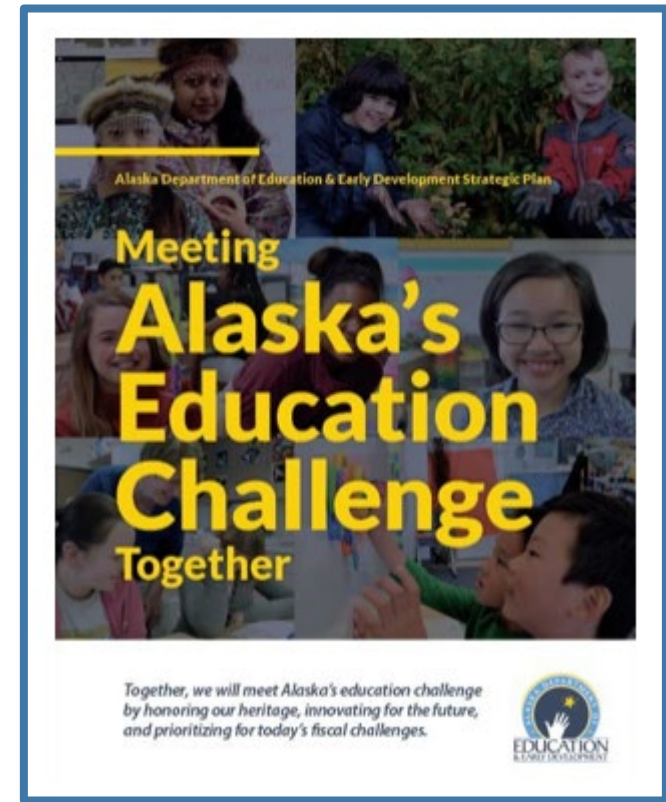
# Mission, Vision, and Purpose

| Mission   | Vision  | Purpose   |
|---|---|---|
| An excellent education for every student every day. | All students will succeed in their education and work, shape worthwhile and satisfying lives for themselves, exemplify the best values of society, and be effective in improving the character and quality of the world about them.<br>- Alaska Statute 14.03.015 | DEED exists to provide <b>information, resources, and leadership</b> to support an excellent education for every student every day. |

# Strategic Priorities: Alaska's Education Challenge

## Five Shared Priorities:

1. Support all students to read at grade level by the end of third grade.
2. Increase career, technical, and culturally relevant education to meet student and workforce needs.
3. Close the achievement gap by ensuring equitable educational rigor and resources.
4. Prepare, attract, and retain effective education professionals.
5. Improve the safety and well-being of students through school partnerships with families, communities, and tribes.



[education.alaska.gov/akedchallenge](http://education.alaska.gov/akedchallenge)

# Agenda



CIP Cycle



CIP Application



Funded Projects



Final Thoughts

# Introductions

DEED Staff

Attendees & Participants

Questions?

- Don't hold back! We are here to help.

# 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?



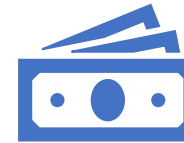
Required by statute



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

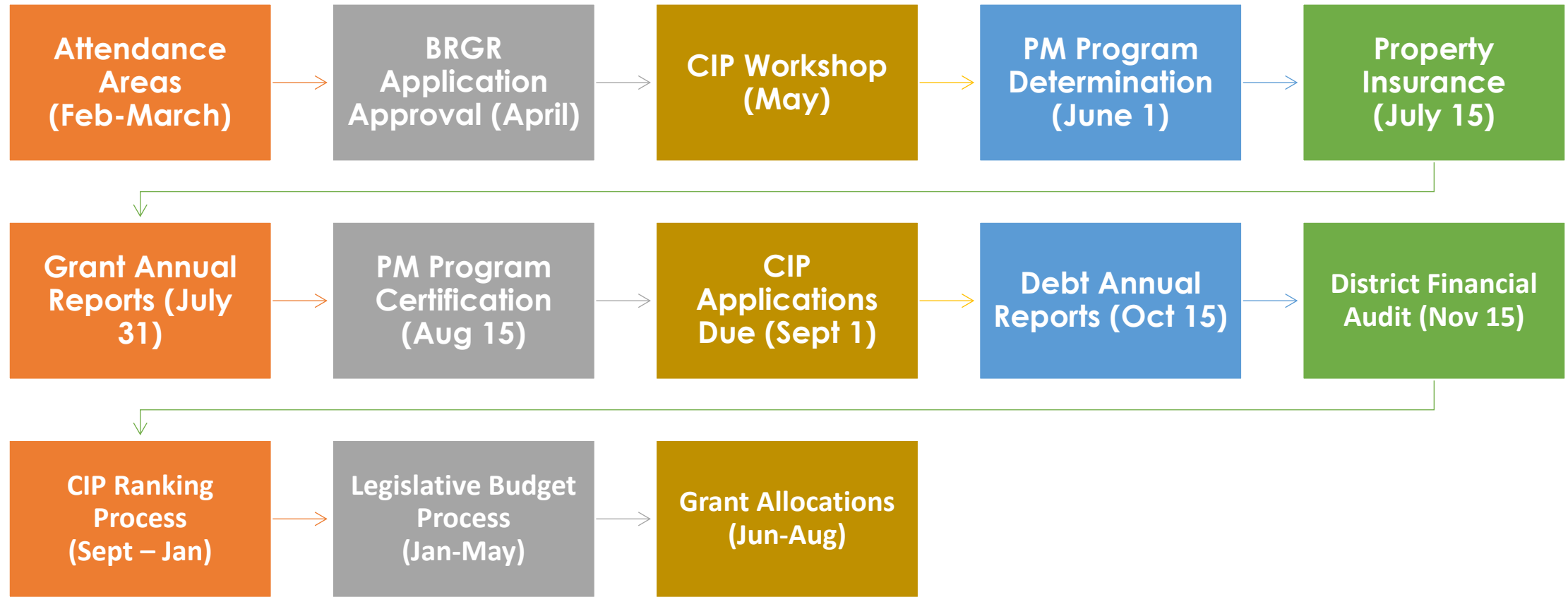
---

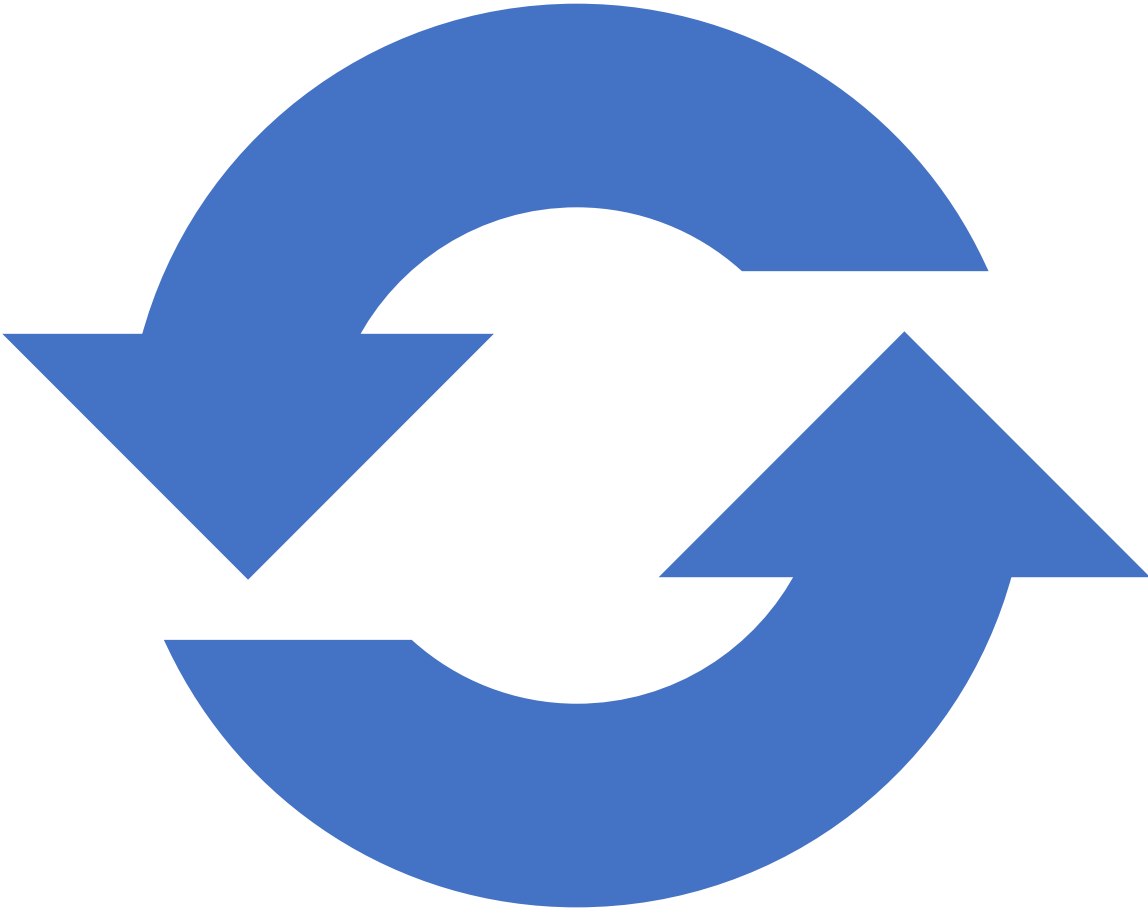
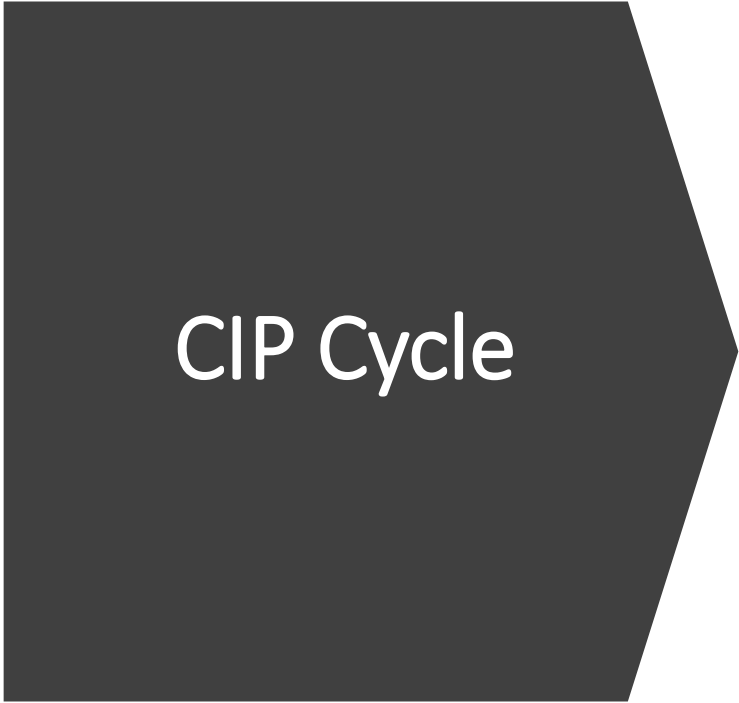
Debt Reimbursement

---

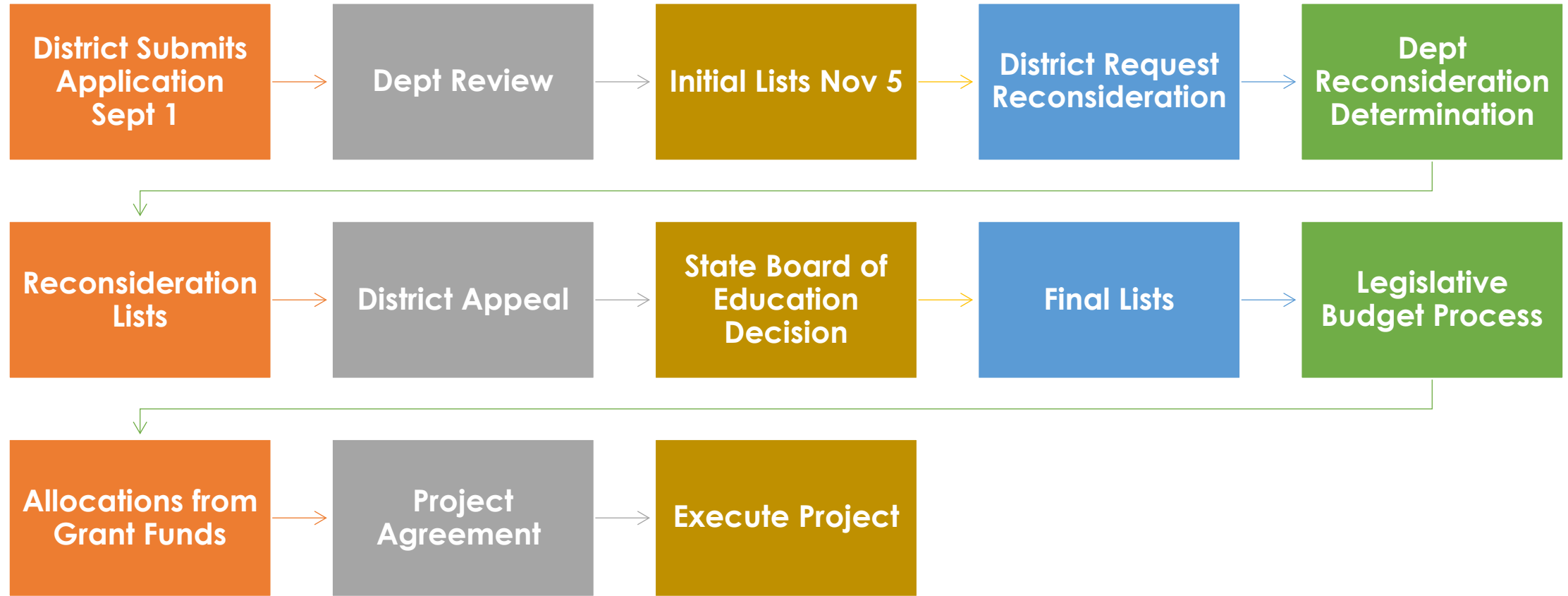
Federal Funds Administered by the State

# Year-Round Process





# Grant CIP Process



# Grant Application Evaluation



**Information entered into database (1-2 Weeks)**



**Evaluative categories scored by rating team (4-5 Weeks)**

Average number of applications to rate: 70

Independently scored; reviewed and normed weekly



**Formula-driven categories scored (1 Week)**

Calculations and evidenced-based scoring

Back-checks of data entry and initial scoring



**Draft lists prepared and vetted (1 Week)**

Data entry verification; prior year comparisons, etc.

Final scope, budget, and eligibility review; modifications for cost-effective construction



**Initial priority ranking lists issued November 5**

District notification of ranking, modification, and ineligibility

# Review of Final Lists

- <https://education.alaska.gov/facilities/facilitiespl>

# 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 – chief administrative law judge appoints an administrative law judge to serve as hearing officer > admin hearing officer determination > SBOE approval/denial > litigation in superior court

# CIP Application

# BRGR Committee Application Approval

- Bond Reimbursement and Grant Review (BRGR) Committee (AS 14.11.014)
  - Tasked with establishing a form for grant applications and a method of ranking grant projects
- Current application approved at April 3, 2026 meeting
  - All meetings open to public and public comment is welcomed

# 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

**Must be a  
capital  
project**

Not  
maintenance

Meet minimum  
value threshold  
for total project

Grant: Over  
\$50,000  
Debt: Over  
\$200,000

**Must be  
education-  
related**

Supports an  
education  
program

Work occurs on  
an eligible  
facility

**Must be a  
project, not  
a study**

# 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

- 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

# CIP Application

- Application due annually submitted by September 1
  - All project information and attachments, district data
  - **New: Electronic submissions only via the authorized online portal.**
- Application Re-use
- 3 Types of Information
  - District eligibility information
  - PM data
  - Project information
- Forms, 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

FY2028

### PREPARING & SUBMITTING THIS APPLICATION

For each funding request, submit a PDF file of the application and each supporting document to the department via the authorized online portal. The grant application deadline is September 1<sup>st</sup>.

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](https://education.alaska.gov/facilities/facilitiescip) ([education.alaska.gov/facilities/facilitiescip](https://education.alaska.gov/facilities/facilitiescip)).

### 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

# CIP Application Changes for FY2028 (1 of 2)

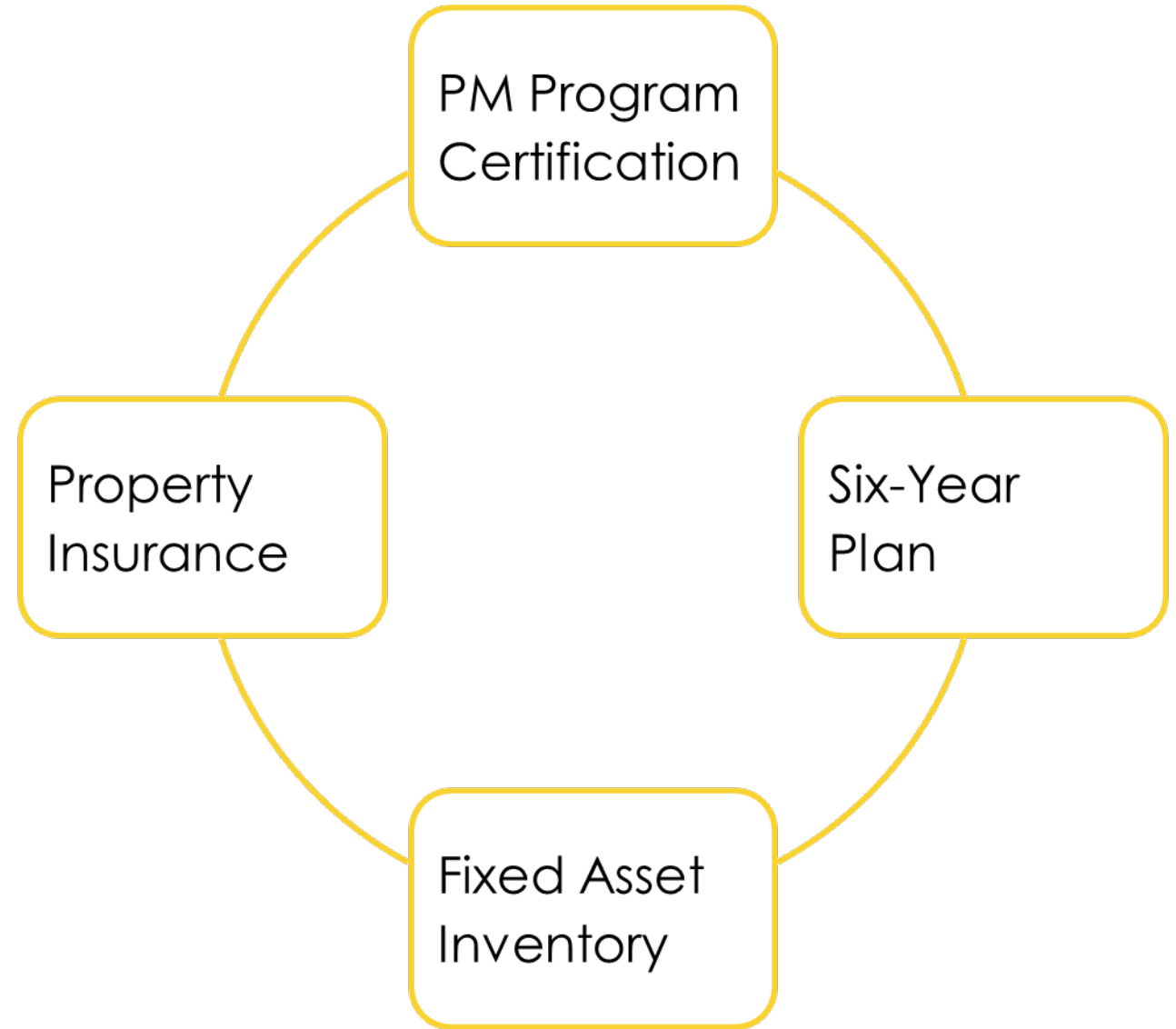
- 3b. School facilities within scope (up to 15 points)
  - Added Facility Condition Index (FCI)
  - Score is not based on “Weighted Average FCI” rather than “Weighted Average Age”
- 3g. Is the work identified in the project requested partially or fully complete?
  - Added requirement to identify funding sources for all completed work
- 4a. Code deficiency / Protection of structure / Life safety (Up to 70 points)
  - Increased maximum score from 50 to 70 points.

# CIP Application Changes for FY2028 (2 of 2)

- Section 5 – Changed title to “Space Utilization Evaluation” from “Requirement for Space to be Added or Replaced”
  - All applications for school construction projects, or major maintenance projects with a total project cost greater than 50% of the facility replacement cost as determined by the insured value, must complete this section.
  - Questions 5b, 5c, 5d, 5h, and 5i are still required for school construction only.
- Section 7 – Cost Estimate (Up to 30 points)
  - Changed guidelines for raters: Subtracted 1 point for construction document-level estimates, no change to 65% design, added 1 point to both 35% schematic and planning/concept levels, no change to preliminary-level estimates, and subtracted 2 points for incomplete or unsupported estimates.
- Question 8c. Other options (Up to 25 points)
  - Added language to conform to Section 5 Space Utilization Evaluation.

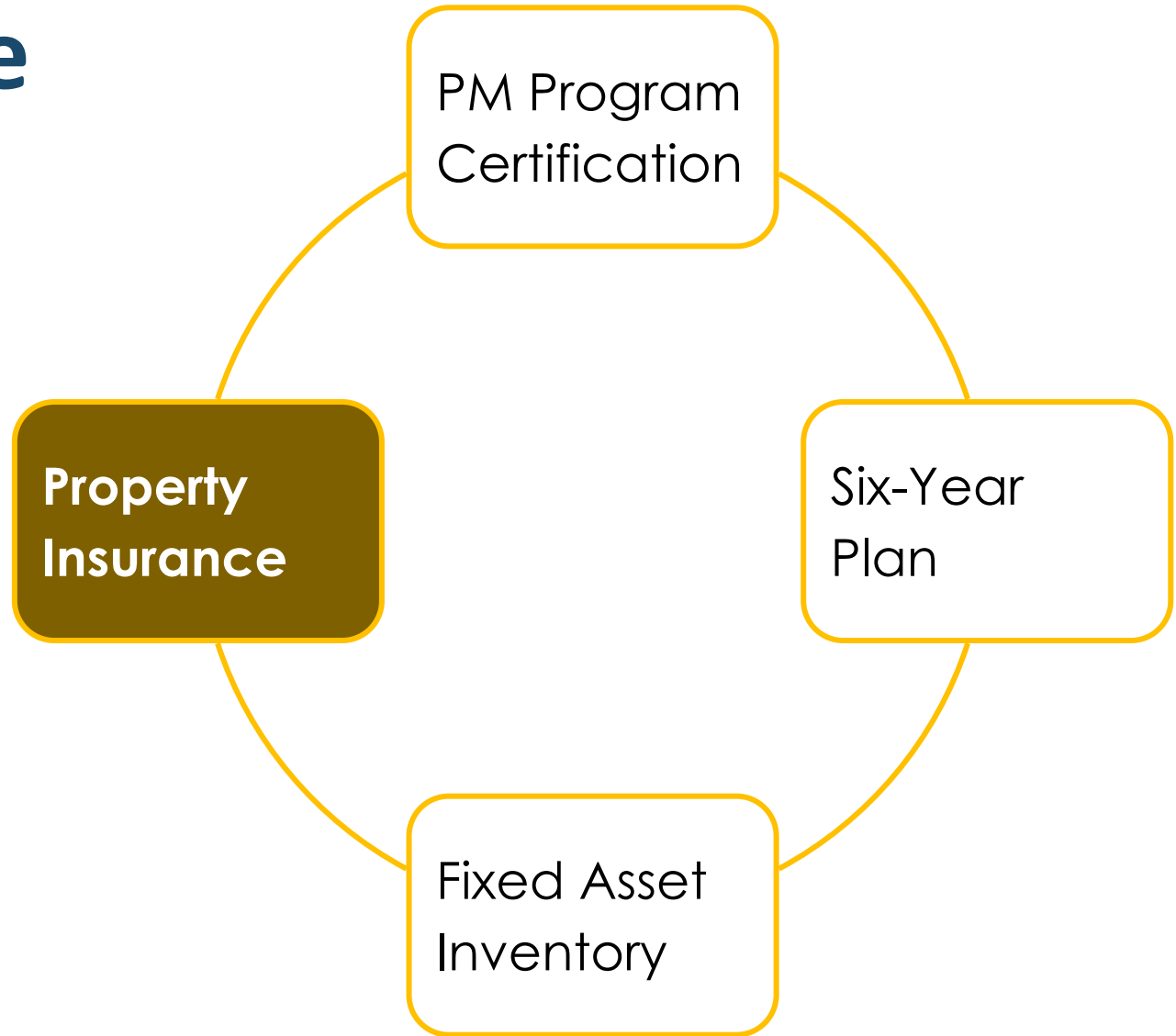
# District Eligibility

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



# Property Insurance

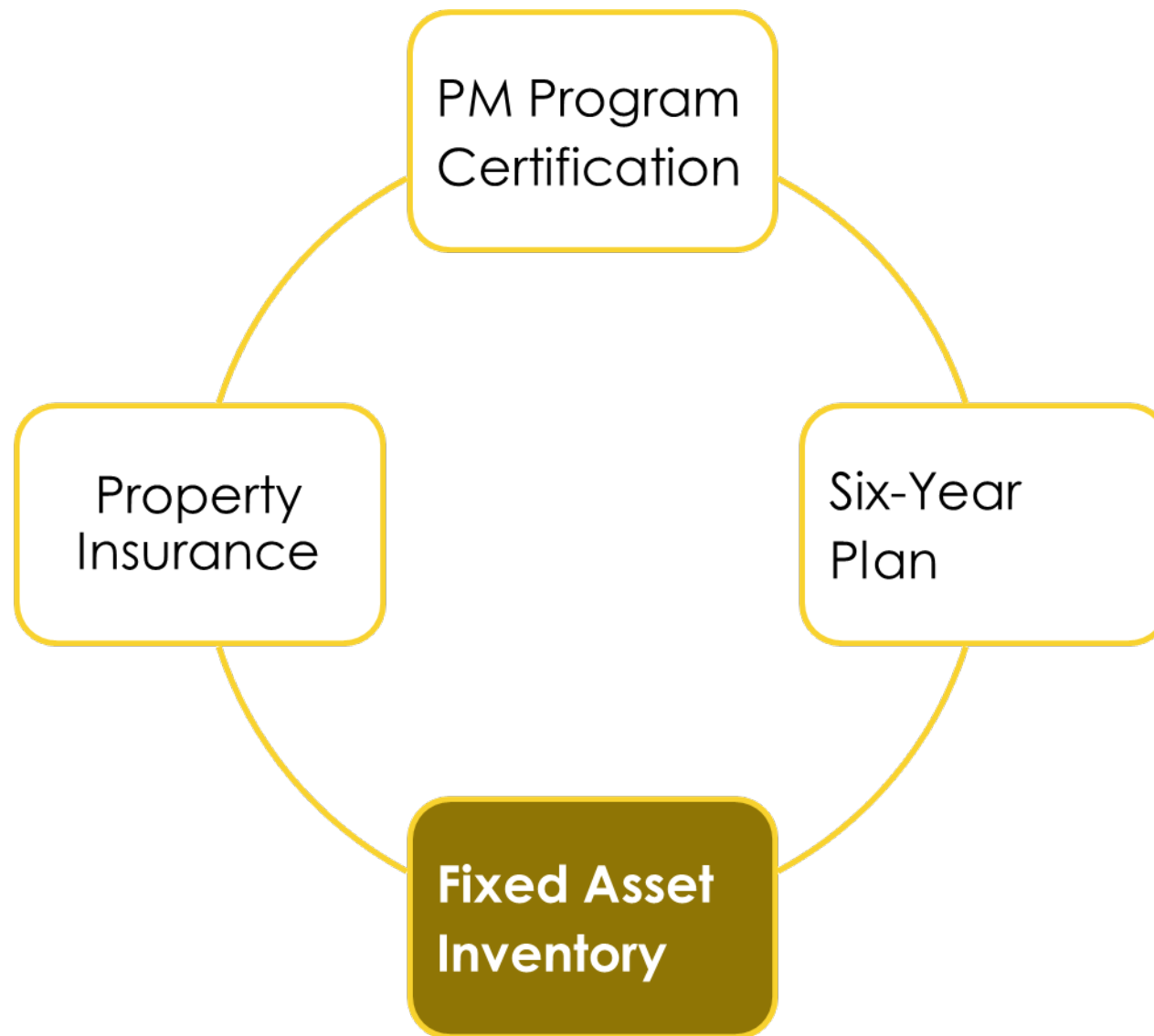
Proof of insurance due annually July 15  
Tracks eligible facilities



# FAIS

Tracks district assets:  
vehicles, equipment, and  
buildings

Equipment purchased with CIP  
funds added to FAIS



# Six-Year Plan

Outlines district capital project priorities

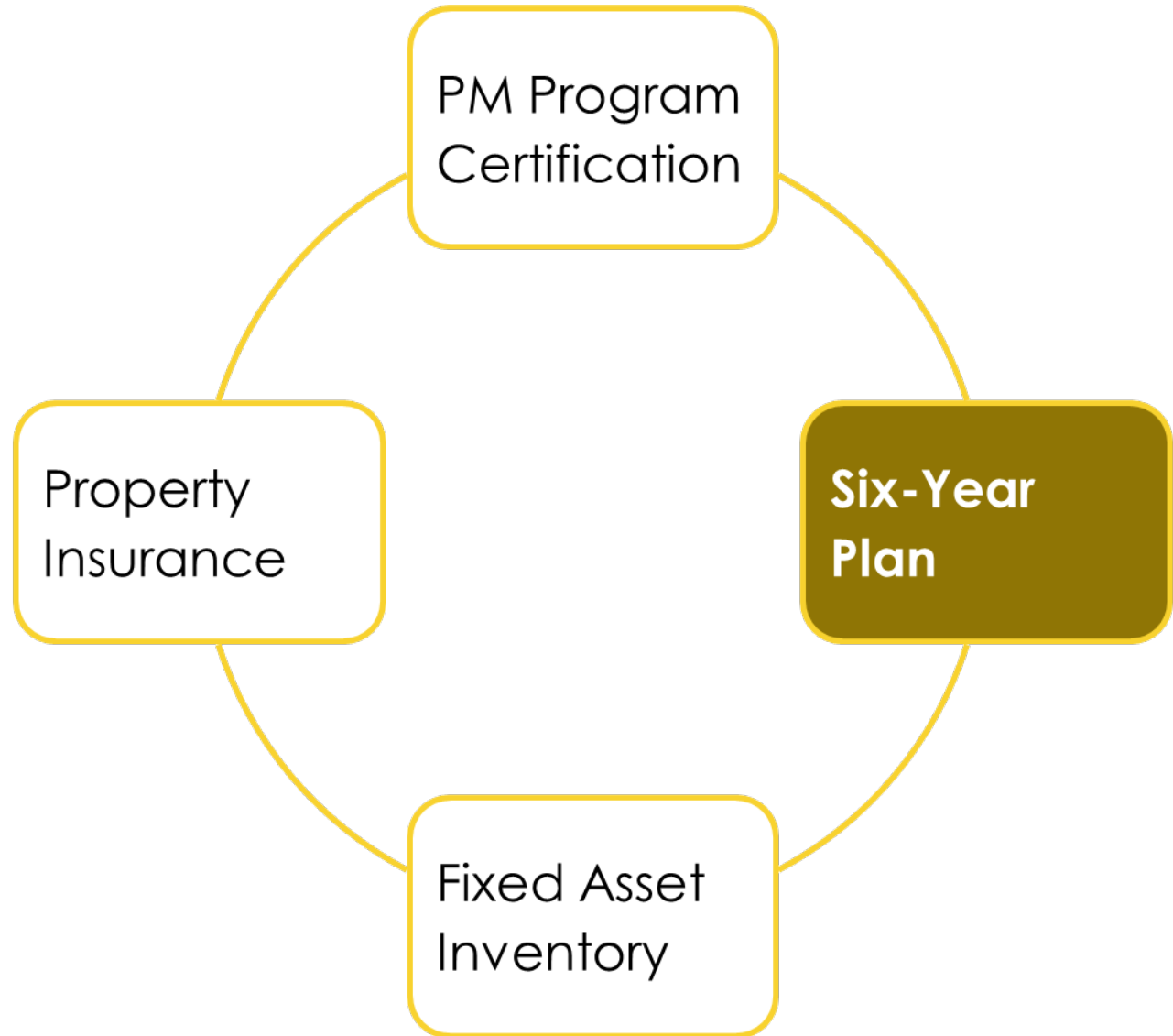
- Project description

- Cost estimate

School Board approved

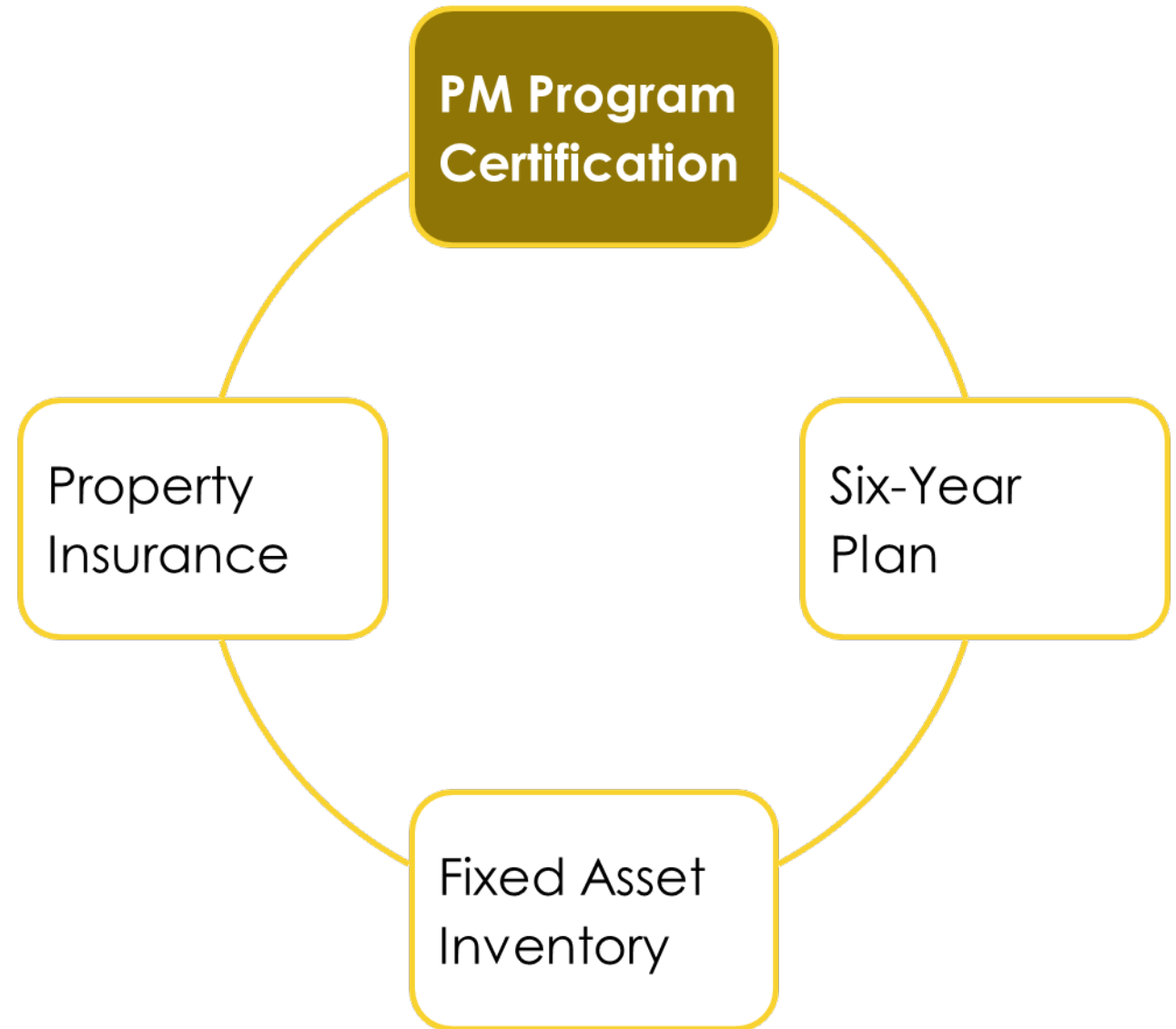
Form on DEED website

Building System Standards

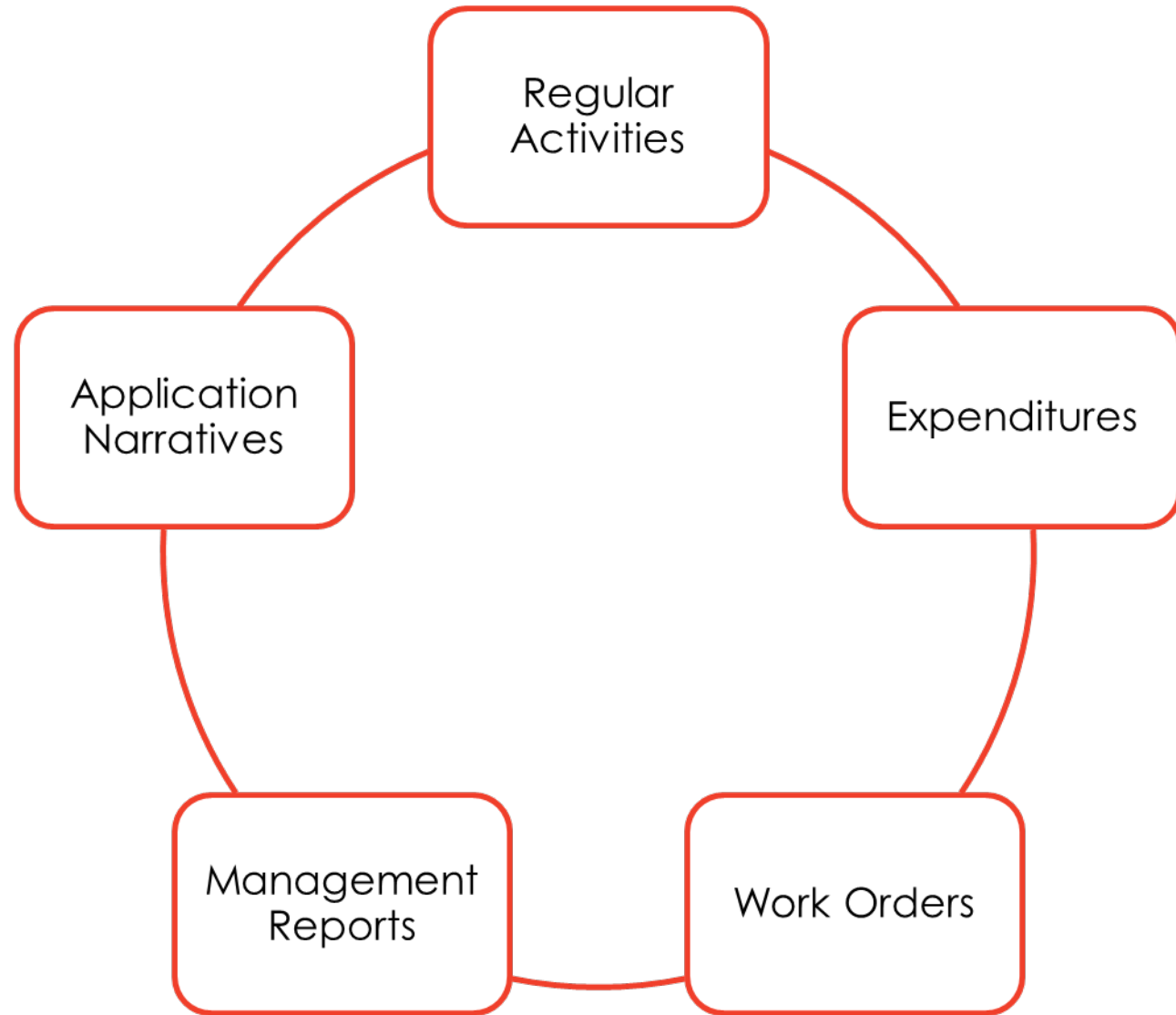


# PM Program Certification

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



# PM Data



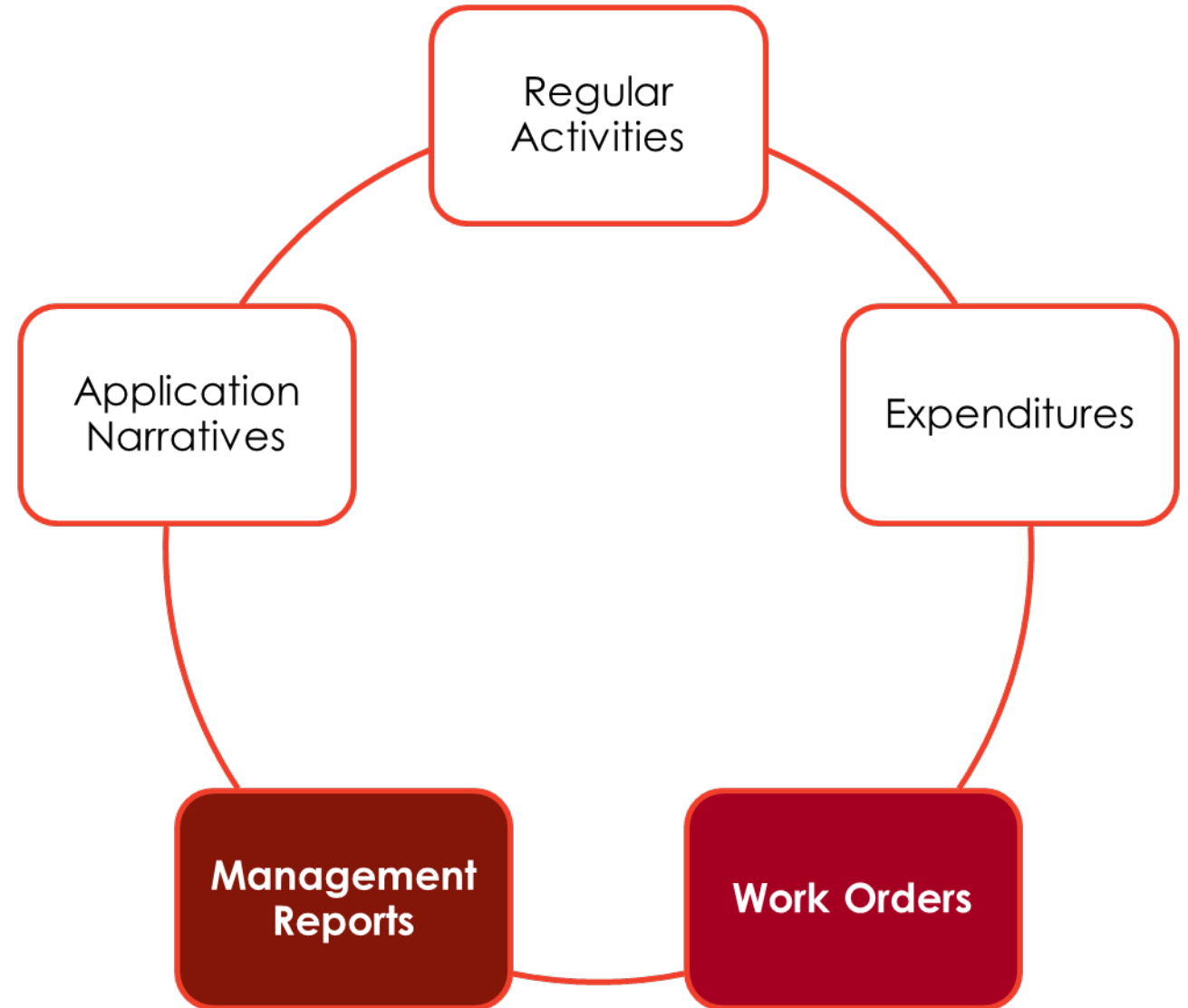
# Routine PM

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



# Management Reports

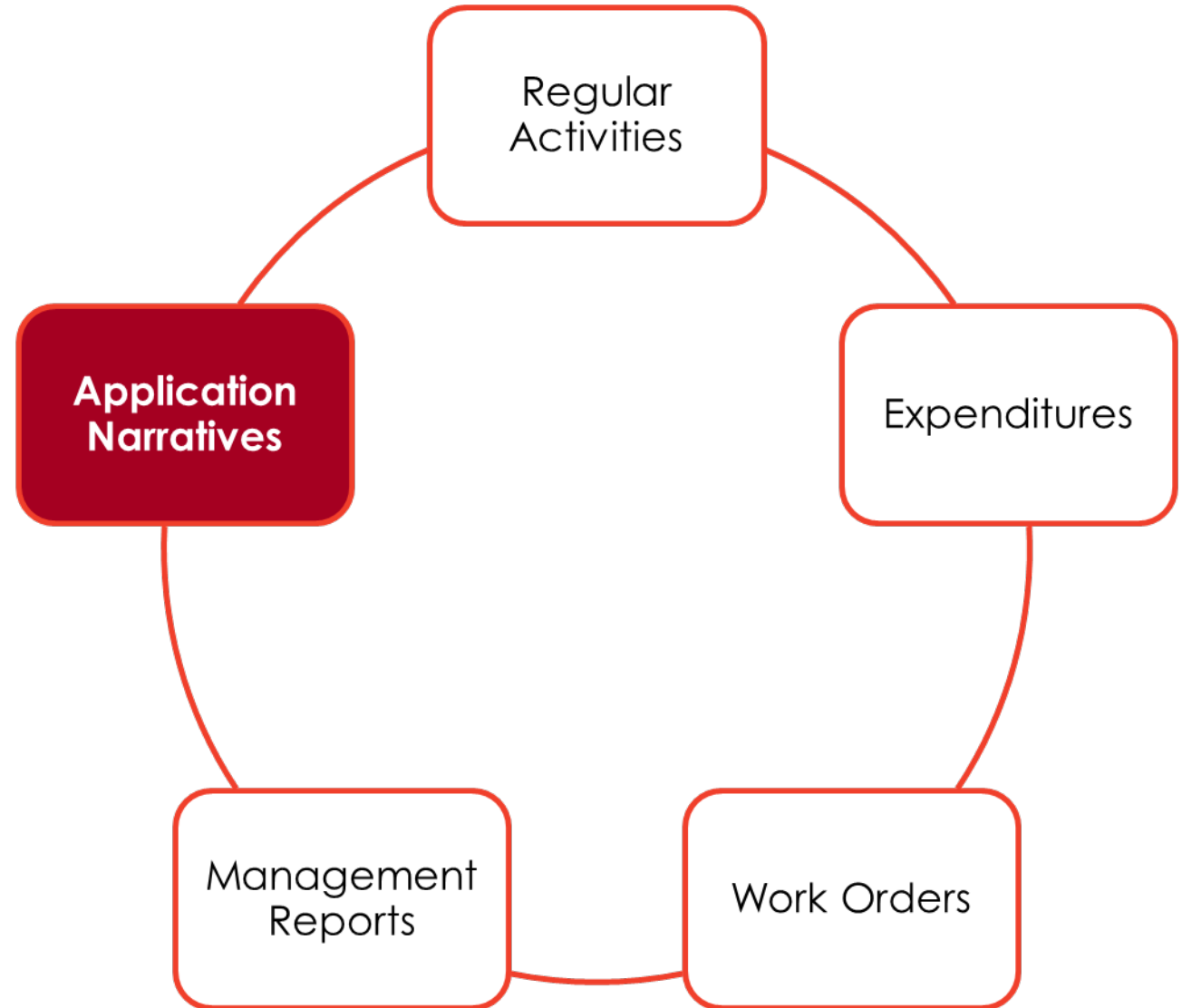
District tracking of  
System Functions  
Historical Costs  
Energy  
System Costs  
Capital Planning  
Application submittal



# Application Narratives

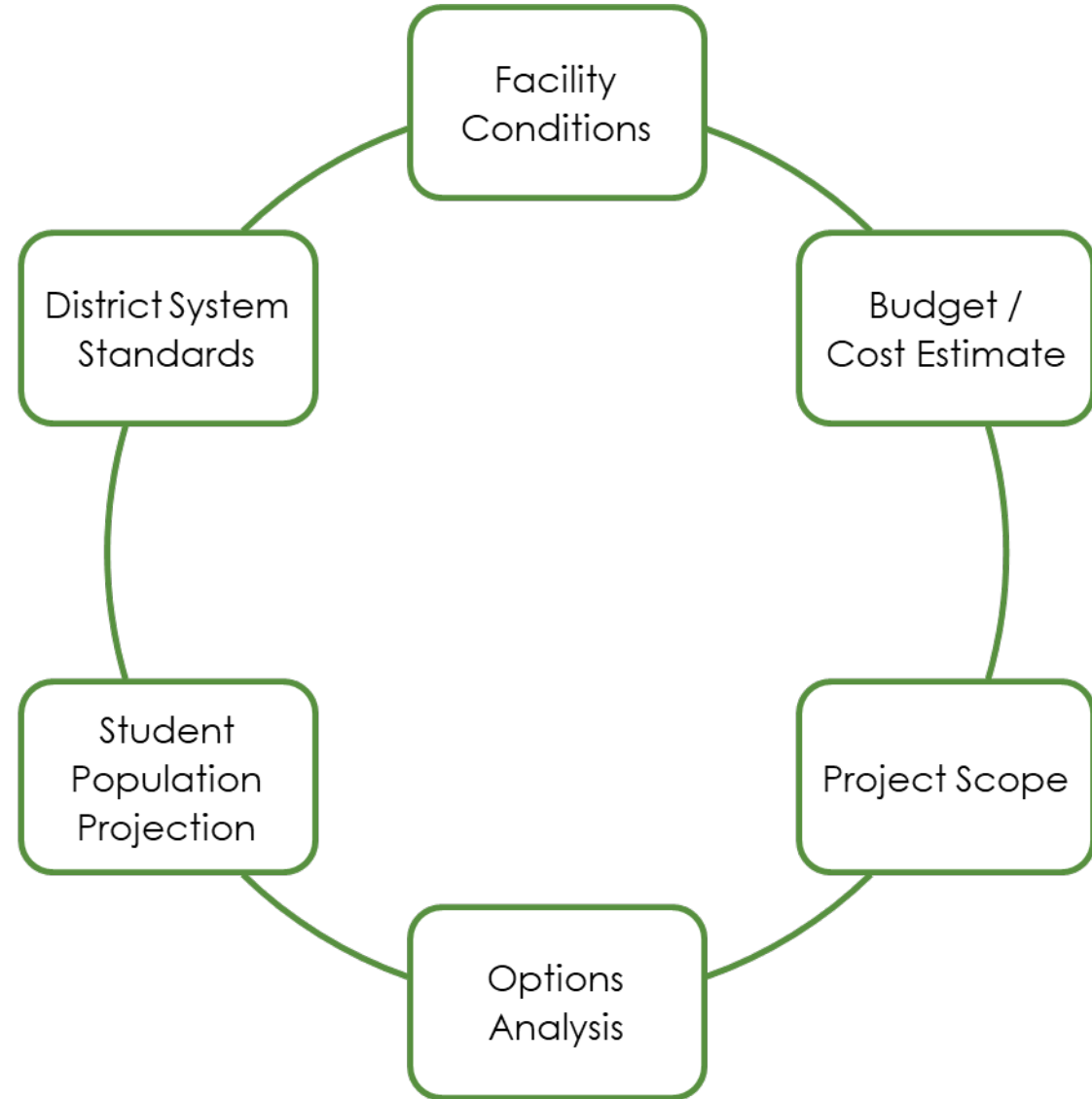
Application submittal; describe district processes:

- 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 match 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

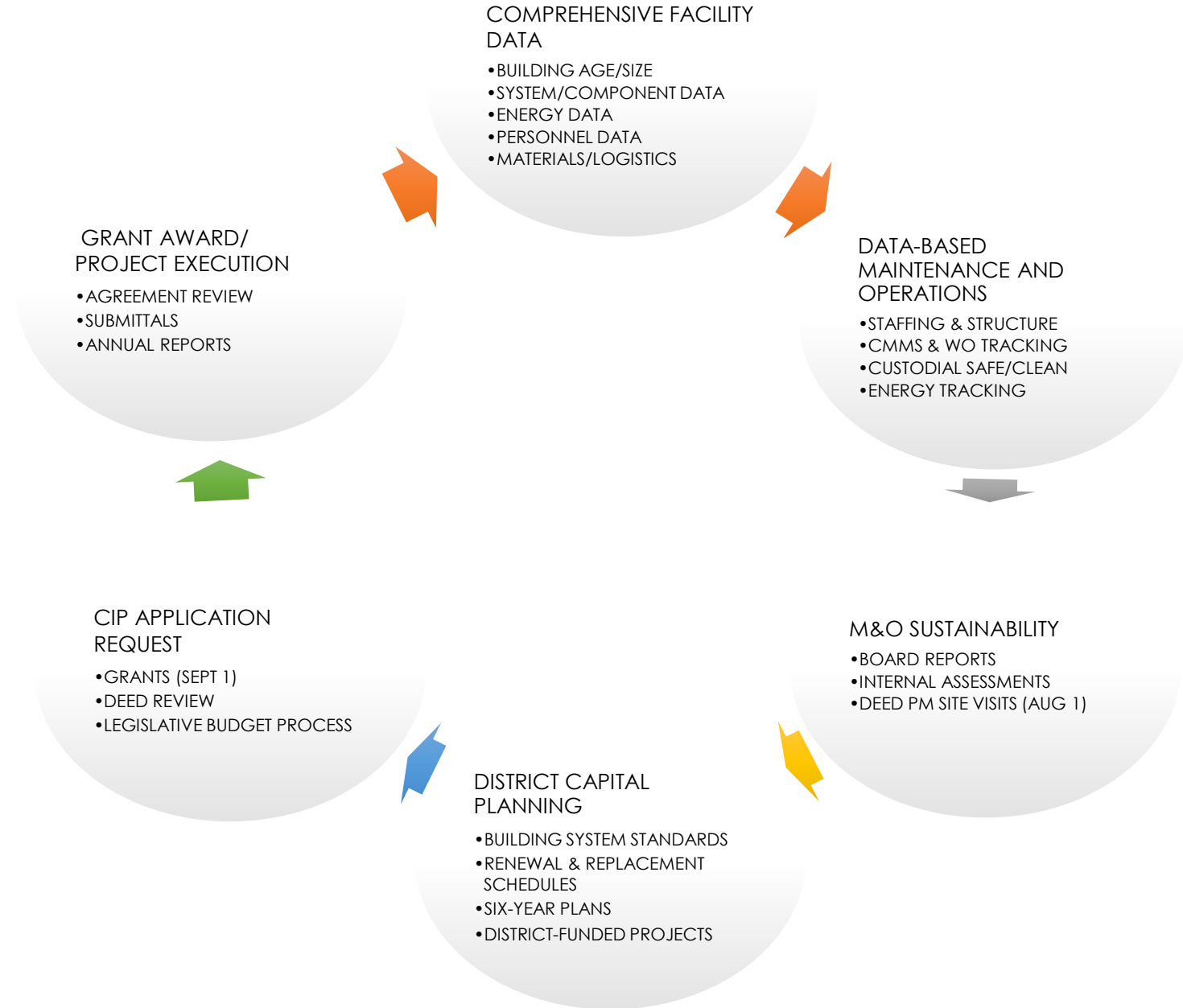
- Covers activity in prior fiscal year (July 1 – June 30)
  - Fiscal
  - Narrative
- Required annually as long as project is active with DEED
  - Grant reports due July 31
  - Debt reports due Oct 15
- Provides status check-in for budget and possible submittals

# 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

# The Facilities Life-Cycle



## DEED Resources



Education.Alaska.Gov/Facilities/Publications

- [Alaska School Design and Construction Standards](#)
- [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
- Publications & Resources

# Facilities Staff – Here to Help

- Michael Butikofer, Facilities Manager, 907-465-6906
- Sammy Legg, School Finance Spec. (grant, land), 907-465-2261
- Sharol Roys, School Finance Spec. (projects, debt), 907-465-6470

[Education.Alaska.Gov/Facilities](https://Education.Alaska.Gov/Facilities)

[eed.facilities@alaska.gov](mailto:eed.facilities@alaska.gov)

# Stay Connected



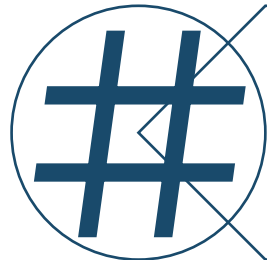
## Website

- [education.alaska.gov](http://education.alaska.gov)



## Phone

- Main Line: (907) 465-2800
- Teacher Certification: (907) 465-2831



## Social Media

- @AlaskaDEED