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

**FY2027**

# 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 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](https://education.alaska.gov/facilities/FacilitiesCIP.html) webpage (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

# SEC. 1. CATEGORY OF FUNDING AND PROJECT TYPE

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

 [ ]  Grant Funding [ ]  Aid for Debt Retirement (Bonding)

1b. Primary purpose of project. Choose only **one** category. The department will change a project category as necessary to reflect the primary purpose of the project.[[1]](#footnote-2)

**School Construction (AS 14.11.135(7)):**

 [ ]  Health and life-safety (Category A)

 [ ]  Unhoused students (Category B)

 [ ]  Improve instructional program (Category F)

**Major Maintenance (AS 14.11.135(6)):**

 [ ]  Protection of structure (Category C)[[2]](#footnote-3)

 [ ]  Building code deficiencies
(Category D)

 [ ]  Achieve operating cost savings (Category E)

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

 [ ]  Planning (Phase I)  [ ]  Design (Phase II)  [ ]  Construction (Phase III)

# SEC. 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.*

**2a.** Has a six-year Capital Improvement Plan (CIP) been approved by the district school board?

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

[ ]  yes

[ ]  no

**2b.** Does the school district have a functional fixed asset inventory system?

[ ]  yes

[ ]  no

**2c.** Has evidence of required insurance been submitted as required to the department *or* is evidence attached to this application?

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

[ ]  yes[ ]  no

**2d.** Is the project a capital improvement project and not part of a preventive maintenance program or custodial care?

(Supporting evidence must be outlined in the project description, question 3d. Reference AS 14.11.011(b)(3))

[ ]  yes

[ ]  no

**2e.** Is the district’s preventive maintenance program certified by the department?

[ ]  yes

[ ]  no

# SEC. 3. PROJECT INFORMATION

3a. Priority assigned by the district**.** (Up to 30 points)
What is the rank of this project under the district’s six-year Capital Improvement Plan?

Rank:

3b. School facilities within scope(Up to 15 points)

What buildings or building portion (i.e., original building or addition) will be included in the scope of work of the project? (Add additional rows as needed to include all affected buildings or building portions.)

*(The department will utilize GSF records to establish project points (up to 15) in the “Weighted Average Age of Facilities” scoring element. For facility number, name, year, and size information on record, refer to the* [*DEED Facilities Database*](https://education.alaska.gov/Facilities/SchoolFacilityReport/SearchforSchoolFac.cfm) *(education.alaska.gov/doe\_rolodex/schoolcalendar/facility).*

| **DEED Facility #** | **Building or Building Portion** | **Year Built** | **GSF** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| TOTAL GSF |  |  |  |

3c. Facility status**.** Does this project change the status of any facility within the project scope to one of the below? The existing building(s) will be (check all that apply):

 [ ]  renovated [ ]  added to [ ]  demolished [ ]  surplused [ ]  other

**NOTE:** If the project changes the current status of a facility to “demolished” or “surplused,” a transition plan is required as part of this application. For state-owned or state-leased facilities, the transition plan should describe how surplused facilities will be secured and maintained during transition. See instructions.

3d. Project description. The project description and scope of work narratives are required elements of this application (Reference AS 14.11.013(c)(3)(A)). Ensure project aligns with selected funding category.

In the space below, 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
* Explain why this project is not preventive maintenance
* Other discussion describing project
* Other discussion pertaining to scope of work

**3e. Scope of work.** In the space below, provide a clear, detailed, and itemized 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)

3f. Project schedule**.** Provide estimated or actual dates for the following project milestones.

Estimated receipt of funding date

Contract with design team

Begin design

Design work 100% complete

Project out to bid

Begin construction

Complete construction

 Provide additional information regarding the project schedule, if needed (including whether an alternative project delivery method is anticipated).

**3g.** Is the work identified in this project request partially or fully complete?

[ ]  yes

[ ]  no

If the answer is yes, attach documentation that establishes compliance with the department’s requirements for bids and awards of construction contracts. (Reference 4 AAC 31.080)

Provide DEED Pre-CIP Number:

**3h.** 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.

**3i.** If the project is a multiple-school or districtwide project, provide justification for cost-effectiveness and how the district intends to award as a single contract.

3j. **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.

###

# SEC. 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/or life safety conditions; attach supporting documentation. Check the box of the specific scoring conditions corrected by the scope of the project and where the supporting documentation is located in the attachments.

**NOTE:** Code violations documented and cited by the appropriate qualified entity or enforcement authority may receive a 3 pt increase. See Guidelines for Raters.

## Structural

Seismic - no restrictions (3 pts) [ ]

Foundation/Floor - no PE eval (4 pts) [ ]

Seismic - minimal restrictions (6 pts) [ ]

Upper Floor Structure - no PE eval (9 pts) [ ]

Vertical Structure - no PE eval (9 pts) [ ]

Roof Structure - no PE eval (10 pts) [ ]

Foundation/Floor – PE eval (15 pts) [ ]

Seismic - moderate restriction (15 pts) [ ]

Upper Floor Structure - PE eval (20 pts) [ ]

Vertical Structure – PE eval (20 pts) [ ]

Roof Structure - PE eval (24 pts) [ ]

Seismic/Gravity Partial Closure (28 pts unless does not qualify for space, then 15 pts) [ ]

Seismic/Gravity Full Closure (50 pts unless does not qualify for space, then 15 pts) [ ]

NOTE: Categories for which only the highest scoring supported condition will be assigned points: Seismic or Seismic/Gravity, Foundation/Floor, Upper Floor Structure, Vertical Structure, and Roof Structure.

Provide description of structural-related conditions and specific references to title and page of support documents.

## Roof/Envelope

Siding Failure, age <25yr (2 pts) [ ]

Siding Finish (2 pts) [ ]

Doors, age >20yr (3 pts) [ ]

Roof, age >Warranty +5yr (3 pts) [ ]

Roof, age >Warranty +10yr (6 pts) [ ]

Roof Leaks, WO <3/yr (8 pts) [ ]

ASHRAE 90.1 Windows (8 pts) [ ]

ASHRAE 90.1 Insulation (10 pts) [ ]

Siding, age >25yr (12 pts) [ ]

Windows, age >30yrs (12 pts) [ ]

Siding Failure, age >25yr (15 pts) [ ]

Roof Leaks, WO >3/yr (15 pts) [ ]

Doors w/Egress issues (15 pts) [ ]

Roof Leaks affect space, with WOs (25 pts) [ ]

NOTE: Categories for which only the highest scoring supported condition will be assigned points: Siding, Doors, and Roof. If condition is based on an average number of work orders per year (“WO”), provide work orders. Average is over prior three years. See application instructions. Violations documented and cited by the appropriate qualified entity or enforcement authority may receive a 3 pt increase. If condition is based on ASHRAE 90.1 code deficiency, provide existing R-value or code violation of system.

Provide description of roof or building envelope-related conditions and specific references to title and page of support documents.

## Architectural/Interior/ADA

ADA - 1 category (1 pts) [ ]

ADA - 2 categories (2 pts) [ ]

DEC Sanitation (2 pts) [ ]

ADA - 3 categories (3 pts) [ ]

Ceiling Finishes age >25yr (3 pts) [ ]

Wall Finishes age >25yr (3 pts) [ ]

Elevator Issues (3 pts) [ ]

ADA - 4 categories (4 pts) [ ]

Floor Finishes >15yr (4 pts) [ ]

Elevator Violations (7 pts) [ ]

Building Egress (10 pts) [ ]

Rated Assemblies (12 pts) [ ]

NOTE: Categories for which only the highest scoring supported condition will be assigned points: ADA and Elevator.

Provide description of architectural, interior, or ADA-related conditions and specific references to title and page of support documents.

## Mechanical

Controls, DDC Deficiency (3 pts) [ ]

Mech. System, age >30yr (4 pts) [ ]

Ventilation, WO <3/yr (5 pts) [ ]

Plumbing, WO <3/yr (6 pts) [ ]

Heating, WO <3/yr (7 pts) [ ]

Controls, Pneumatic (8 pts) [ ]

Ventilation, WO >3/yr (9 pts) [ ]

Plumbing, WO >3/yr (10 pts) [ ]

Heating, WO >3/yr (11 pts) [ ]

Ventilation, Codes (12 pts) [ ]

Plumbing, Codes (12 pts) [ ]

Heating, Codes (13 pts) [ ]

Boilers, 1 of 2 Non-op (13 pts) [ ]

HVAC age >40yr (15 pts) [ ]

Boilers, 2 of 3 Non-op (18 pts) [ ]

Mechanical System, WO >5/yr (21 pts) [ ]

Heating Failure (25 pts) [ ]

NOTE: Categories for which only the highest scoring supported condition will be assigned points: Boilers, Controls, Heating, Plumbing, and Ventilation. “Mechanical System” may be inclusive of Heating, Plumbing, or Ventilation with regard to age or work orders per year. If condition is based on an average number of work orders per year (“WO”), provide work orders. Average is over prior three years. See application instructions.

Provide description of mechanical-related conditions and specific references to title and page of support documents.

## Electrical

Lighting, age >25yr (2 pts) [ ]

Electrical, age >30yr (4 pts) [ ]

Power, WO <3/yr (4 pts) [ ]

Lighting, WO <3/yr (4 pts) [ ]

Egress/EM lights, WO <3/yr (5 pts) [ ]

Back-up Generator In-operable (5 pts) [ ]

Power, WO >3/yr (7 pts) [ ]

Lighting, WO >3/yr (7 pts) [ ]

Egress/EM lights, WO >3/yr (8 pts) [ ]

Intercom Issues, WO >3/yr (8 pts) [ ]

Lighting, Codes (10 pts) [ ]

Power, Codes (10 pts) [ ]

Intercom Failure (10 pts) [ ]

Electrical, age >40yr (15 pts) [ ]

Lighting, Levels < 50% of code (16 pts) [ ]

Electrical System, WO >5/yr (21 pts) [ ]

Power Failure (25 pts) [ ]

NOTE: Categories for which only the highest scoring supported Electrical System condition will be assigned points: Egress/EM Lights, Electrical, Intercom, Lighting, and Power. Max Intercom condition is Failure. If condition is based on an average number of work orders per year (“WO”), provide work orders. Average is over prior three years. See application instructions.

Provide description of electrical-related conditions and specific references to title and page of support documents.

## Fire Alarm/Sprinkler

Fire Alarm, age >15yr (2 pts) [ ]

Sprinkler, >30yr (2 pts) [ ]

Sprinkler Heads Failing, age >30yr (5 pts) [ ]

Sprinkler Coverage Gaps (5 pts) [ ]

Fire Alarm, Non-addressable (6 pts) [ ]

Fire Alarm/Sprinkler, WO >1/yr (8 pts) [ ]

Sprinkler Heads Failing, age >40yr (10 pts) [ ]

Fire Alarm/Sprinkler, WO >3/yr (15 pts) [ ]

Fire Alarm Non-op, <3 floors (17 pts) [ ]

Fire Alarm/Sprinkler, WO >5/yr (20 pts) [ ]

Fire Alarm Non-op, >3 floors (25 pts) [ ]

Sprinkler Non-op (30 pts) [ ]

NOTE: Categories for which only the highest scoring supported condition will be assigned points: Fire Alarm and Sprinkler. If condition is based on an average number of work orders per year (“WO”), provide work orders. Average is over prior three years. See application instructions.

Provide description of fire alarm or sprinkler-related conditions and specific references to title and page of support documents.

## Site

Vehicle Surfaces (3 pts) [ ]

Walkways and Surfaces (4 pts) [ ]

Drainage Issues (6 pts) [ ]

Playground Code (12 pts) [ ]

Power Issues (15 pts) [ ]

Wastewater Issues (15 pts) [ ]

Water Issues (16 pts) [ ]

Wastewater Failure (24 pts) [ ]

Water Failure (25 pts) [ ]

NOTE: Categories for which only the highest scoring supported condition will be assigned points: Water and Wastewater.

Provide description of site-related conditions and specific references to title and page of support documents.

## UST/AST/HazMat

HazMat (all) Low Exposures (3 pts) [ ]

UST age >30yr (2 pts) [ ]

AST age >40yr (5 pts) [ ]

Sewage Lagoon Failure/Exposure (5 pts) [ ]

UST/AST Leak (7 pts) [ ]

UST/AST USCG/40 CFR Cite (10 pts) [ ]

HazMat (all) Mod Exposures (10 pts) [ ]

HazMat (all) High Exposures (22 pts) [ ]

NOTE: Categories for which only the highest scoring supported condition will be assigned points: AST, HazMat, and UST.

Provide description of UST, AST, or HazMat-related conditions and specific references to title and page of support documents.

# SEC. 5. REQUIREMENTS FOR SPACE TO BE ADDED OR REPLACED

**NOTE:** If this project is classified as Major Maintenance (Category C, D, or E) and is not including any new space, skip section 5. **All applications requesting new or replacement space, or classified as School Construction (Category A, B, or F), 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 on the [Capital Improvement Project Application and Support](https://education.alaska.gov/facilities/FacilitiesCIP.html) webpage (education.alaska.gov/facilities/facilitiescip).

**5a.** Indicate the student grade levels to be housed in the proposed project facility:

**5b.** 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, in the table below, identify the project and provide information about size, grades to be served, and student capacity.

| **Project Name** | **GSF** | **Grades** | **Student Capacity** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**5c.** 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, in the table below, identify the school and provide information about size, grades served, and student capacity.

| **School Name** | **GSF** | **Grades** | **Student Capacity** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

In lieu of data in the format above for questions 5b and 5c, we are providing detailed attachments.

[ ]  yes

[ ]  no

**5d.** What is the anticipated date of occupancy for the proposed facility?

5e. Unhoused students(Up to 80 points)

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



**5f.** Were the ADM projections used by the district based on the department’s worksheets?

Attach calculations and justifications.

[ ]  yes

[ ]  no

**5g.** Confirm space eligibility:

Total Existing SF

Remaining Existing SF

Total Eligible SF

Qualifies for       additional SF

Applying for       additional SF

**5h.** **Regional community facilities** (Up to 5 points)

List below any alternative regional, community, and school facilities in the area that are capable of meeting all, or part, of the project needs. 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.

**5i.** Are educational specifications attached?

[ ]  yes

[ ]  no

# SEC. 6: PROJECT PLANNING & DESIGN

**NOTE:** Reference Appendix B of the instructions for required elements. More developed design documents can be attached in lieu of previous documents.

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

1. Is a facility or component condition survey attached?

[ ]  yes

[ ]  no

Document title:

Date prepared:

**6b. Use of prior school design** (up to 10 points)

1. Is the district proposing to use a previously department-approved school construction design for this project?

[ ]  yes

[ ]  no

2. If yes, in addition to the space eligibility analysis in Section 5, has the district attached design plans and a cost analysis that includes both design and construction costs demonstrating how the use will result in cost savings for the project?

[ ]  yes

[ ]  no

**6c. Use of building system design standard** (up to 10 points; 2 points per qualified system)

1. Is the district proposing to use one or more previously approved building system design standard for this project?

[ ]  yes

[ ]  no

2. If yes, provide supporting documentation on each specific system showing that the building system(s) conform to a published district or municipal building standard.

**6d. Planning/Concept design** (0 or 10 points, all elements required for 10 points)

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

[ ]  yes

[ ]  no

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

[ ]  yes

[ ]  no

3. New construction projects: are educational specifications, site selection analysis, and student population projections attached (as required)?

[ ]  yes

[ ]  no

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

1. Are complete schematic design documents attached? Schematic design documents include approximate dimensioned site plans, floor plans, elevations, and engineering narratives for all necessary disciplines. If the answer is no and project is complete, provide a justification for why documents are not needed.

[ ]  yes

[ ]  no

2. Is a schematic design level cost estimate attached?

[ ]  yes

[ ]  no

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

1. Are design development documents attached? Design development documents include dimensioned site plans, floor plans, complete exterior elevations, draft technical specifications, and engineering plans. If the answer is no and the project is complete, provide justification as to why documents are not needed.

[ ]  yes

[ ]  no

2. Is a design development cost estimate attached?

[ ]  yes

[ ]  no

**6g.** **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 |
| --- | --- |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

# SEC. 7: COST ESTIMATE

**Cost estimate for total project cost** (Up to 30 points)

**7a.** **Project cost estimate:** Complete the following tables using the Department of Education & Early Development’s current Cost Model edition or an equivalent cost estimate. Completion of the tables is mandatory.

Percentages are based on construction cost. See Appendix D for additional information. If the project exceeds the recommended percentages, 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.



1. 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%).

2. Include only if necessary for completion of this project; address need in the project description (Question 3d). Amounts included for Land and Site Investigation costs need to be supported in the cost estimate discussion (Question 7c) and supporting documentation should be provided in the attachments.

3. 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.

4. Include commissioning agent services only if necessary for completion of this project as defined by 4 AAC 31.080 (j).

5. Attach detailed construction cost estimate and life cycle cost if project is new-in-lieu-of-renovation.

6. 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 (2016). Technology is included with Equipment.

7. Includes district/municipal/borough administrative costs necessary for the administration of this project (for maximum indirect percentage based on project cost, see 4 AAC 31.023); this budget line will also include any in-house construction management cost, reduced for CM percentage.

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

**

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

2. Explain in detail and justify special requirements in Question 7c.

**7b.** **Cost estimate source.** Identify and describe as needed the specific source of the costs provided in Table 7.1 (e.g., professional estimators, solicited vendor quotes, paid invoices).

**7c.** **Cost estimate discussion & justifications.** Identify and explain cost estimate assumptions, lump sums, and percentages in excess of the recommended percentages in Table 7.1. Provide a detailed justification for each item exceeding a recommended percentage.

# SEC. 8: ADDITIONAL PROJECT FACTORS

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

**8a** Is this project an emergency? (Up to 50 points)

[ ]  yes

[ ]  no

Has the district submitted an insurance claim?

If no, explain below.

[ ]  yes

[ ]  no

If the project is 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).

| Category of Conditions | Applicable |
| --- | --- |
| 1. Building is destroyed or rendered functionally unsafe for occupancy and requires the building to be demolished and rebuilt. (50 points)
 | [ ]  |
| 1. 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)
 | [ ]  |
| 1. 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)
 | [ ]  |
| 1. 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)
 | [ ]  |
| 1. 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)
 | [ ]  |
| 1. 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 may have 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)
 | [ ]  |

**8b. Inadequacies of existing space** (Up to 40 points)

Describe how the inadequacies of the existing space impact mandated instructional programs or existing or proposed local programs and how the project will improve the existing facilities to support the instructional programs.

**8c. Other options** (Up to 25 points)

Describe, in addition to the proposed project, at least two or more viable and realistic options 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 design options, material or component options, phasing, cost comparisons, or other considerations. New school construction or addition/replacement of space projects 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.

**8d. Annual operating cost savings** (Up to 30 points)

Quantify the project’s annual operational cost savings, if any, in relation to the project total cost.

**8e. Prior funding** (Up to 30 points)

Provide AS 14.11 administered grants that have been appropriated by the legislature or allocated by the department for which additional funds are being requested.

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

DEED grant #:

**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 F of the application instructions.)

# SEC. 9. DISTRICT PREVENTIVE MAINTENANCE & FACILITY MANAGEMENT

**District preventive maintenance and facility management** (60 points possible)

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; these are district eligibility attachments, only two copies are required regardless of the number of applications submitted by the district. Include the following documents:

**9a.** Maintenance Management Narrative (Up to 5 Evaluative Points)

**9b.** Maintenance Labor Reports (Up to 15 Formula-Driven Points)

**9c.** PM/Corrective Maintenance Reports (Up to 10 Formula-Driven Points)

**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)

**9e.** Energy Management Narrative (Up to 5 Evaluative Points)

**9f.** Energy Consumption Reports (Up to 5 Formula-Driven Points)

**9g.** Custodial Narrative (Up to 5 Evaluative Points)

**9h.** Maintenance Training Narrative (Up to 5 Evaluative Points)

**9i.** Capital Planning Narrative (Up to 5 Evaluative Points)

# SEC. 10. DISTRICT CONTACT INFORMATION

The department has the authority to determine a project’s eligibility, change a project’s primary purpose, and modify a project’s scope and budget. If a change is made, the department will notify the Superintendent or Chief School Administrator, the person responsible for facilities, and the person responsible for finances. Their name and email address are required in the table below.

The district may request the department include additional persons in the correspondence regarding changes to this project application.

| Name | Role | E-mail |
| --- | --- | --- |
|       | Superintendent |       |
|       | Facilities |       |
|       | Finance |       |
|       |       |       |
|       |       |       |
|       |       |       |

# ATTACHMENTS CHECKLIST

Note all attachments included with the application. Each attachment must be provided as an electronic file in a portable document file (pdf) format.

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

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

**District eligibility attachments:**

[ ]  Preventive maintenance and facility management narratives and supplemental documents: sample work orders, custodial plan(s), training schedules and logs, renewal and replacement schedules (questions 9a, 9e, 9g-9i)

[ ]  Preventive maintenance reports (questions 9b, 9c, 9f)

**Project description attachments:** List all attachments referred to or noted in the application. Some items may not be applicable to a specific project.

[ ]  Transition plan for state-owned or state-leased properties (question 3c)

[ ]  Alternative project delivery request or approval; solicitation documents (question 3f)

[ ]  For fully or partially completed projects: documentation establishing compliance with 4 AAC 31.080, including solicitation documents (question 3g)

[ ]  Site description, site requirements, and/or site selection analysis (question 3h)

[ ]  Condition support documents *(e.g., maintenance work orders, warranties, etc.)* (question 4a)

[ ]  Facility condition survey (question 6a)

[ ]  Published district building system design standard (question 6c)

[ ]  Facility appraisal (question 6d)

[ ]  Educational specification (question 5i, 6d)

[ ]  Concept design documentation (question 6d)

[ ]  Schematic design documentation (question 6e)

[ ]  Design development documentation (question 6f)

[ ]  Cost estimate worksheets (question 7a)

[ ]  Appropriate compliance reports *(i.e., Fire Marshal, AHERA, ADA, etc.)* (questions 4a, 8a)

[ ]  Cost/benefit analysis (questions 8c, 8d)

[ ]  Life cycle cost analysis (questions 8c, 8d)

[ ]  Value analysis (questions 8c, 8d)

[ ]  Justification for waiver of participating share (question 8f)

[ ]  Capacity calculations of affected schools in the attendance area/areas (question 5e)

[ ]  Enrollment projections and calculations (question 5e)

[ ]  Other:

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). [↑](#footnote-ref-2)
2. AS 14.11.100(j)(4), authorizing debt reimbursement project needs, does not expressly allow a primary purpose of protection of structure. [↑](#footnote-ref-3)