



DEED CAPITAL  
IMPROVEMENT PROJECT  
(CIP) CYCLE  
~ 2024 WORKSHOP ~

Department of Education and Early Development

# Introductions!

- DEED Staff
- Attendees & Participants
  
- Questions?
  - Don't hold back!

# 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

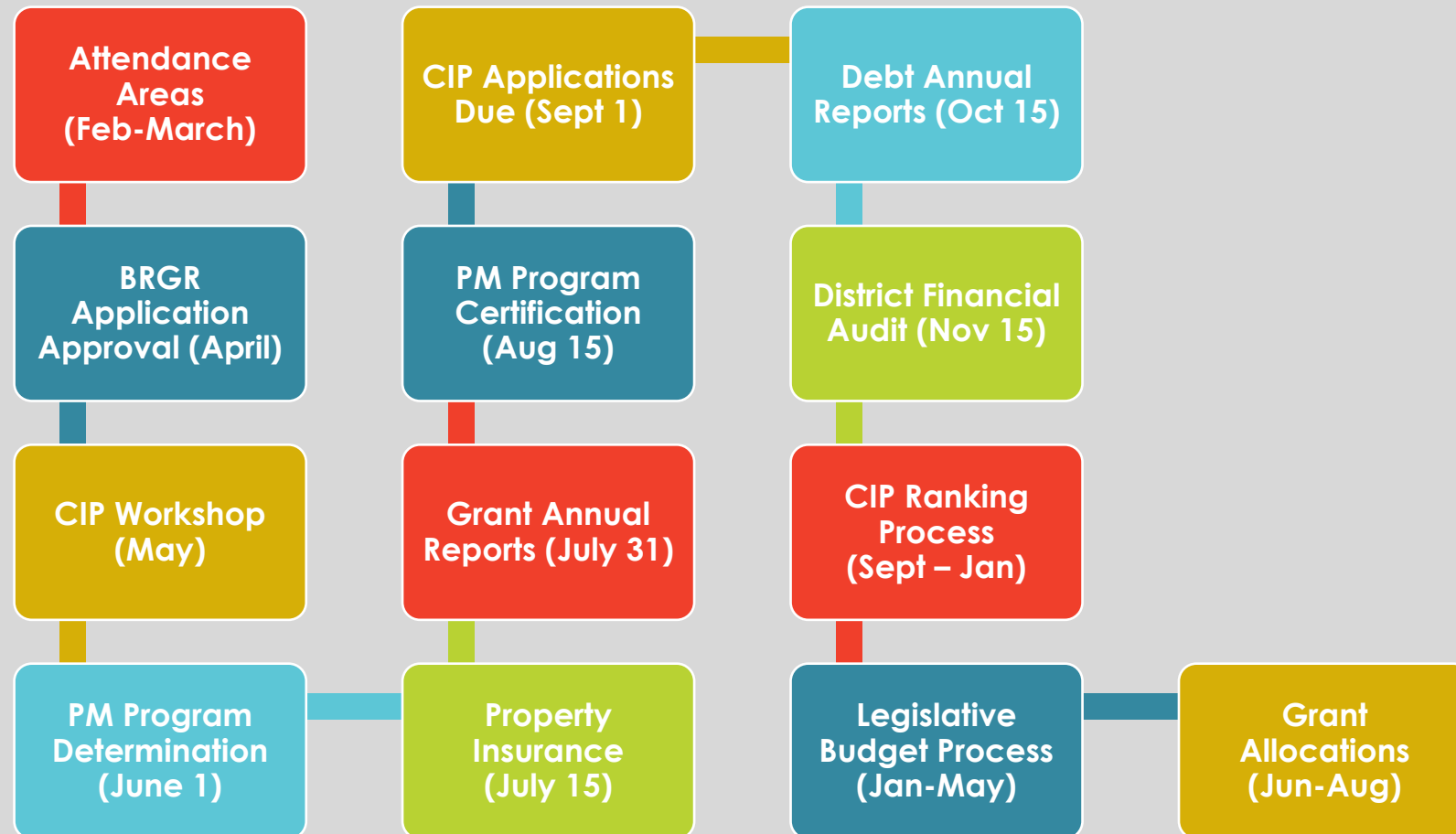
# Why have a CIP process?

- 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

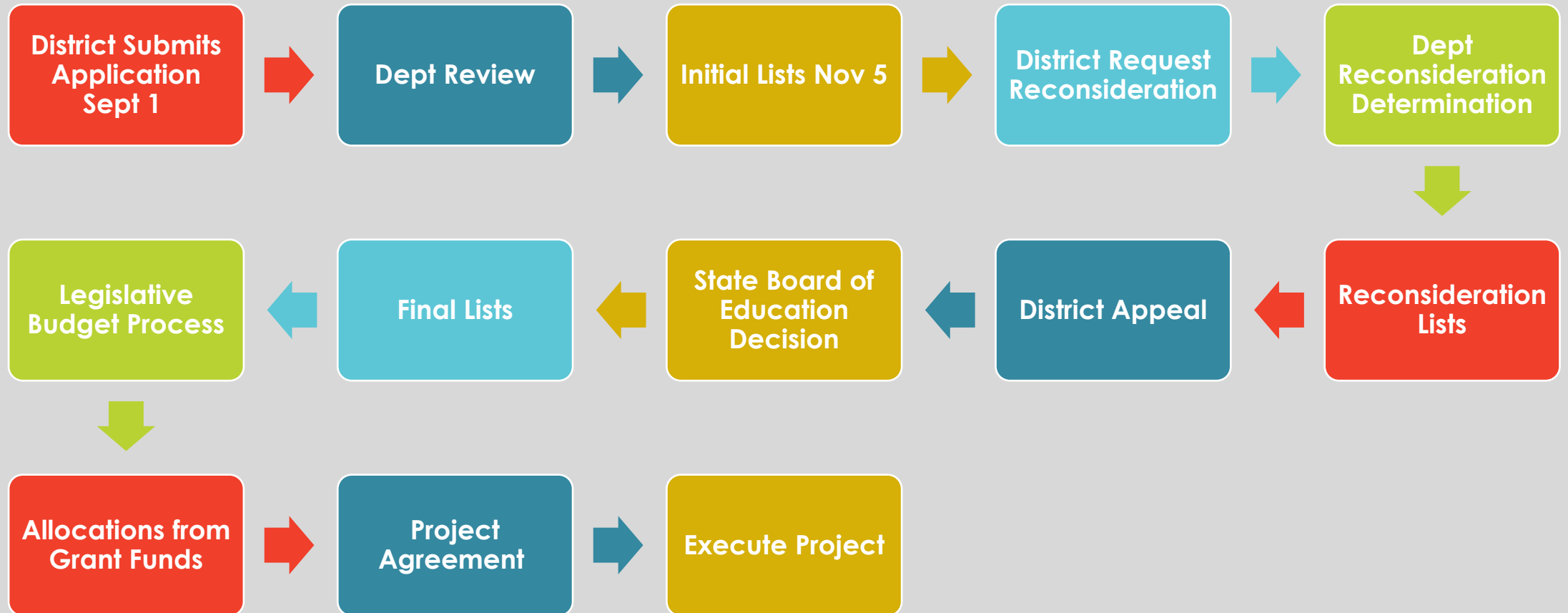




# CIP CYCLE



# Grant CIP Process



# Grant Application Evaluation

- Information entered into database (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

# Sample Final List

Alaska Department of Education and Early Development  
 FY2025 Capital Improvement Projects  
 Major Maintenance Grant Fund

Final List

Jan 12 Rank	Dec 13 Rank	Nov 3 Rank	School District	Project Name	Amount Requested	Eligible Amount	Prior Funding	DEED Recommended Amount	Participating Share	State Share	Aggregate Amount
1	1	1	Craig City	Craig Elementary and Middle School Rehabilitation, Supplemental	\$13,400,176	\$13,400,176	\$8,415,126	\$4,985,050	\$997,010	\$3,988,040	\$3,988,040
2	2	2	Yukon-Koyukuk	Allakaket K-12 School Copper Pipe Replacement	\$287,892	\$287,892	\$0	\$287,892	\$5,758	\$282,134	\$4,270,174
3	3	3	Northwest Arctic Borough	Davis-Ramoth K-12 School Renovation	\$9,596,772	\$9,424,172	\$0	\$9,424,172	\$1,884,834	\$7,539,338	\$11,809,512
4	4	4	Denali Borough	Tri-Valley School Partial Roof Replacement	\$2,263,988	\$2,249,219	\$0	\$2,249,219	\$449,844	\$1,799,375	\$13,608,887
5	5	5	Anchorage	Ptarmigan Elementary School Roof Replacement	\$2,991,230	\$2,991,230	\$0	\$2,991,230	\$1,046,930	\$1,944,300	\$15,553,187
6	6	6	Anchorage	Birchwood Elementary School Roof Replacement	\$3,008,175	\$3,008,175	\$0	\$3,008,175	\$1,052,861	\$1,955,314	\$17,508,501
7	7	7	Kenai Peninsula Borough	Homer High School Partial Roof Replacement	\$3,280,189	\$3,280,189	\$0	\$3,280,189	\$1,148,066	\$2,132,123	\$19,640,624
8	8	8	Anchorage	Northwood Elementary School Roof Replacement	\$1,495,296	\$1,495,296	\$0	\$1,495,296	\$523,354	\$971,942	\$20,612,566
9	9	9	Kuspuk	Johnnie John Sr. K-12 School Major Maintenance, Crooked Creek	\$2,009,216	\$1,989,549	\$0	\$1,989,549	\$39,791	\$1,949,758	\$22,562,324
10	10	10	Aleutians East Borough	Sand Point K-12 School Major Maintenance, Supplemental	\$6,811,429	\$6,811,396	\$2,968,577	\$3,842,819	\$1,344,987	\$2,497,832	\$25,060,156
11	11	11	Lower Kuskokwim	Bethel Campus Fire Pump House and Fire Protection Upgrades, Supplemental	\$3,441,629	\$3,441,629	\$2,982,088	\$459,541	\$9,191	\$450,350	\$25,510,506
12	12	12	Petersburg Borough	Petersburg High/Middle School Roof Replacement	\$4,306,542	\$4,272,898	\$0	\$4,272,898	\$1,495,514	\$2,777,384	\$28,287,890
13	13	13	Anchorage	Bayshore Elementary School Boiler Replacement	\$1,143,580	\$1,143,580	\$0	\$1,143,580	\$400,253	\$743,327	\$29,031,217
14	14	14	Nome City	Nome Beltz Jr/Sr High School Generator and Electrical Replacement	\$1,318,010	\$2,142,123	\$0	\$2,142,123	\$642,637	\$1,499,486	\$30,530,703
15	15	15	Lower Kuskokwim	Akula Elitnavuk K-12 School Renovation, Kasigluk-Akula	\$6,355,832	\$5,775,602	\$0	\$5,775,602	\$115,512	\$5,660,090	\$36,190,793

# Sample Final Points List

Alaska Department of Education and Early Development  
 FY2025 Capital Improvement Projects  
 Major Maintenance Grant Fund  
 Total Points - Formula Driven and Evaluative  
 Final List

Jan 12 Rank	Dec 13 Rank	Nov 3 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	Altern at-ives	Options	Total Project Points
1	1	1	Craig City	Craig Elementary and Middle School Rehabilitation, Supplemental	30.00	30.00	0.00	25.00	0.00	1.95	0.00	0.00	0.00	10.00	30.00	2.00	2.33	3.00	2.00	3.00	5.00	50.00	5.67	27.00	3.67	0.00	10.00	240.62
2	2	2	Yukon-Koyukuk	Allakaket K-12 School Copper Pipe Replacement	27.00	30.00	0.00	25.00	0.00	2.63	0.00	0.00	0.00	10.00	30.00	4.67	4.33	4.33	2.67	2.67	0.00	24.00	3.33	29.00	5.00	0.00	12.33	216.96
3	3	3	Northwest Arctic Borough	Davis-Ramoth K-12 School Renovation	30.00	17.24	0.00	20.00	0.00	2.46	0.00	0.00	0.00	10.00	30.00	3.00	2.33	3.00	2.33	3.00	3.33	37.94	6.00	21.33	8.00	0.00	12.67	212.64
4	4	4	Denali Borough	Tri-Valley School Partial Roof Replacement	30.00	22.64	0.00	25.00	0.00	2.60	0.00	0.00	0.00	10.00	30.00	2.00	3.00	3.00	2.00	2.67	0.00	32.61	2.00	27.00	6.33	0.00	9.67	210.51
5	5	5	Anchorage	Ptarmigan Elementary School Roof Replacement	30.00	28.97	0.00	25.00	0.00	4.53	0.00	0.00	0.00	10.00	30.00	4.00	2.00	3.33	3.00	2.00	0.00	28.00	1.67	27.67	7.00	0.00	3.33	210.50
6	6	6	Anchorage	Birchwood Elementary School Roof Replacement	27.00	30.00	0.00	25.00	0.00	4.53	0.00	0.00	0.00	10.00	30.00	4.00	2.00	3.33	3.00	2.00	0.00	28.00	2.00	27.33	6.00	0.00	2.00	206.19
7	7	7	Kenai Peninsula Borough	Homer High School Partial Roof Replacement	30.00	26.50	0.00	25.00	2.00	2.66	0.00	0.00	0.00	5.00	30.00	2.00	3.00	4.00	2.33	4.00	0.00	21.00	1.33	29.33	3.67	0.00	7.33	199.16
8	8	8	Anchorage	Northwood Elementary School Roof Replacement	24.00	30.00	0.00	25.00	0.00	4.53	0.00	0.00	0.00	10.00	30.00	4.00	2.00	3.33	3.00	2.00	0.00	27.67	0.67	25.67	3.33	0.00	3.33	198.53
9	9	9	Kuspuk	Johnnie John Sr. K-12 School Major Maintenance, Crooked Creek	27.00	30.00	0.00	0.00	0.00	1.61	0.00	0.00	0.00	10.00	30.00	2.00	2.00	2.00	2.00	2.00	8.33	50.00	5.33	13.33	7.00	0.00	5.00	197.61
10	10	10	Aleutians East Borough	Sand Point K-12 School Major Maintenance, Supplemental	30.00	29.07	0.00	25.00	0.00	1.34	0.00	0.00	0.00	0.00	30.00	2.67	2.67	2.33	1.67	2.67	0.00	40.28	1.00	15.33	3.67	0.00	9.00	196.70
11	11	11	Lower Kuskokwim	Bethel Campus Fire Pump House and Fire Protection Upgrades, Supplemental	24.00	30.00	0.00	20.00	0.00	3.17	0.00	0.00	0.00	10.00	30.00	4.00	2.00	3.00	2.00	3.00	5.00	16.41	0.00	19.67	2.67	0.00	21.33	196.25
12	12	12	Petersburg Borough	Petersburg High/Middle School Roof Replacement	30.00	30.00	0.00	20.00	0.00	1.04	0.00	0.00	0.00	10.00	30.00	2.33	2.00	2.00	1.00	1.00	7.67	24.85	4.67	20.67	3.67	0.00	5.00	195.88
13	13	13	Anchorage	Bayshore Elementary School Boiler Replacement	21.00	30.00	0.00	25.00	0.00	4.53	0.00	0.00	0.00	10.00	30.00	4.00	2.00	3.33	3.00	2.00	0.00	19.73	1.00	27.00	4.00	0.00	1.33	187.92
14	14	14	Nome City	Nome Beltz Jr/Sr High School Generator and Electrical Replacement	24.00	30.00	0.00	25.00	0.00	1.25	0.00	0.00	0.00	0.00	30.00	3.00	3.00	3.00	2.33	2.00	0.00	25.00	0.00	22.00	1.00	0.00	11.33	182.91
15	15	15	Lower Kuskokwim	Akula Elitnavuk K-12 School Renovation, Kasigluk-Akula	18.00	30.00	0.00	10.00	0.00	3.10	0.00	0.00	0.00	10.00	30.00	4.00	2.00	3.00	2.00	2.67	5.00	34.15	2.00	14.33	3.00	0.00	9.33	182.59

# 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

# CIP Program Overview

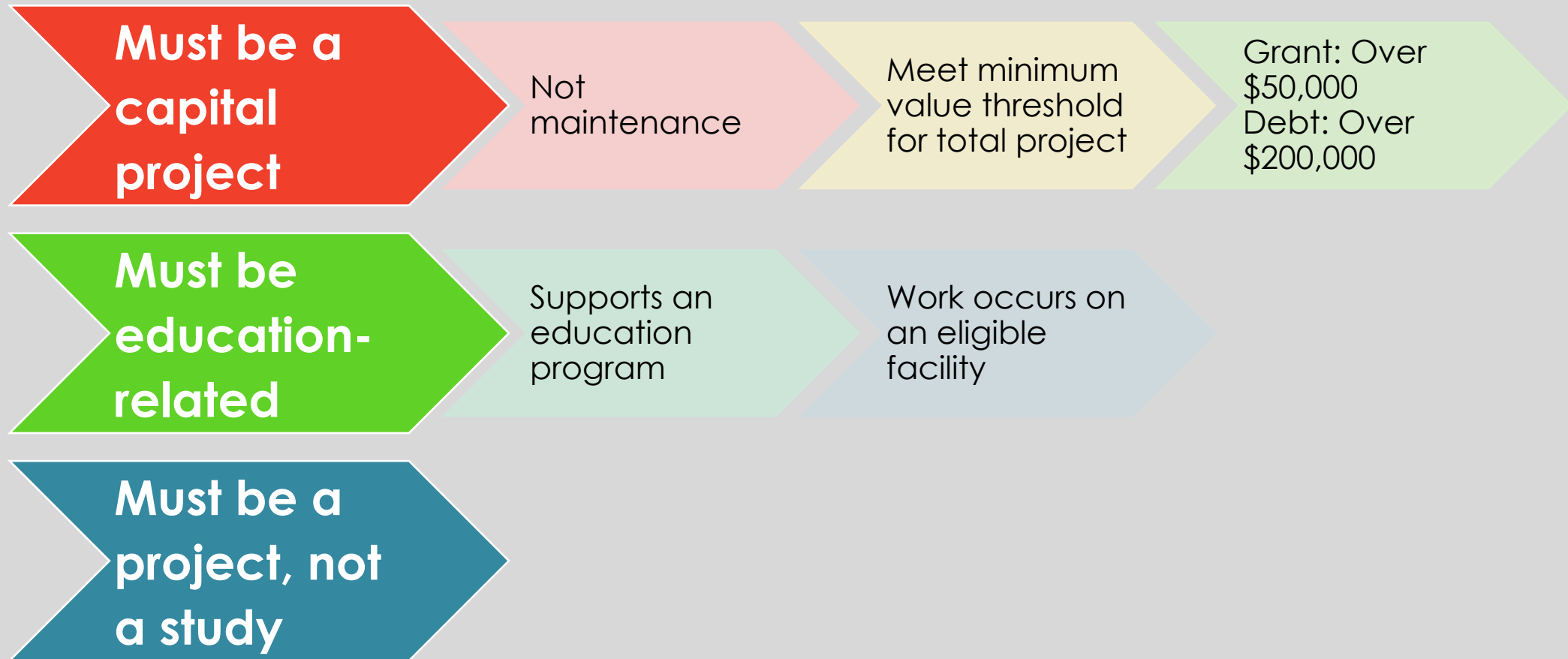
## **Grant**

- 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

# CIP Application

- Application due annually postmarked by September 1
  - All project information and attachments, district data
  - **New: One hardcopy and one electronic copy**
- Application Re-use
- 3 Types 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

FY2026

## PREPARING & SUBMITTING THIS APPLICATION

For each funding request, submit **one complete hardcopy**, bound or in a binder, and **one complete electronic copy of this application and each attachment**. PDF files of all documents is required; provide on a compact disc (CD) or USB flash drive. 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](http://education.alaska.gov/facilities/FacilitiesCIP.html) ([education.alaska.gov/facilities/FacilitiesCIP.html](http://education.alaska.gov/facilities/FacilitiesCIP.html)).

## PROJECT INFORMATION

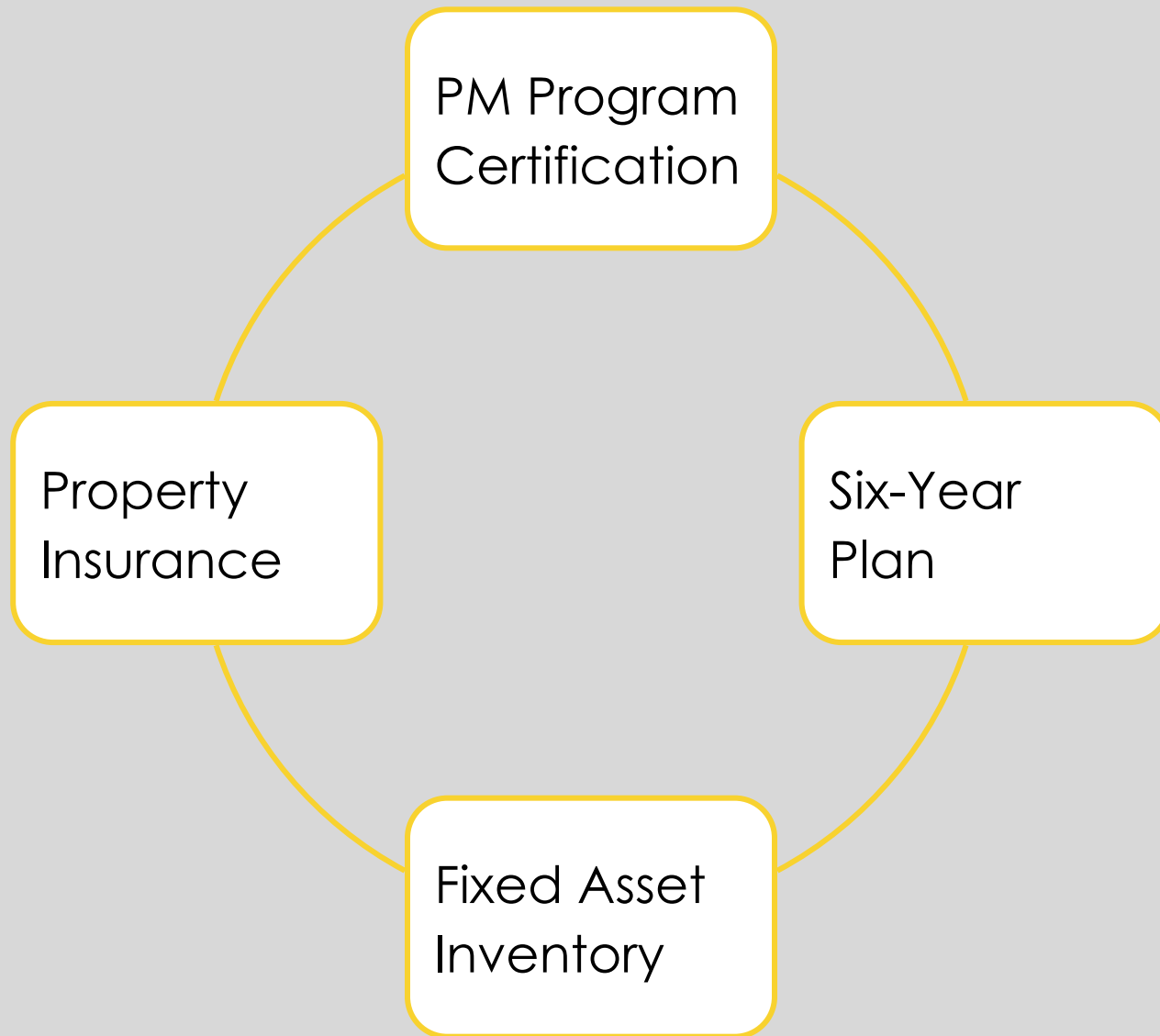
School District: \_\_\_\_\_  
Community: \_\_\_\_\_  
School Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_

## 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.

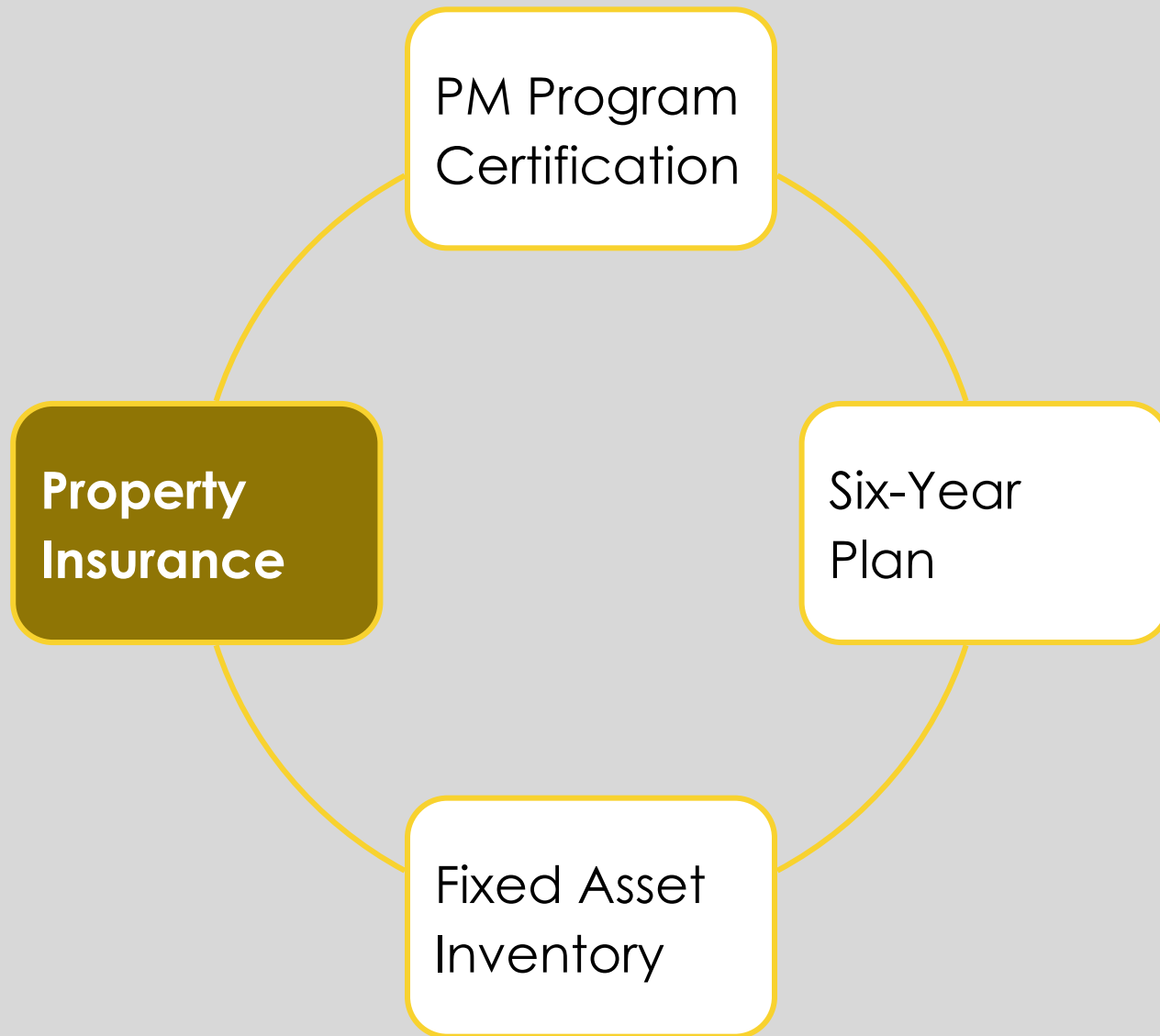
\_\_\_\_\_  
Superintendent or Chief School Administrator

\_\_\_\_\_  
Date



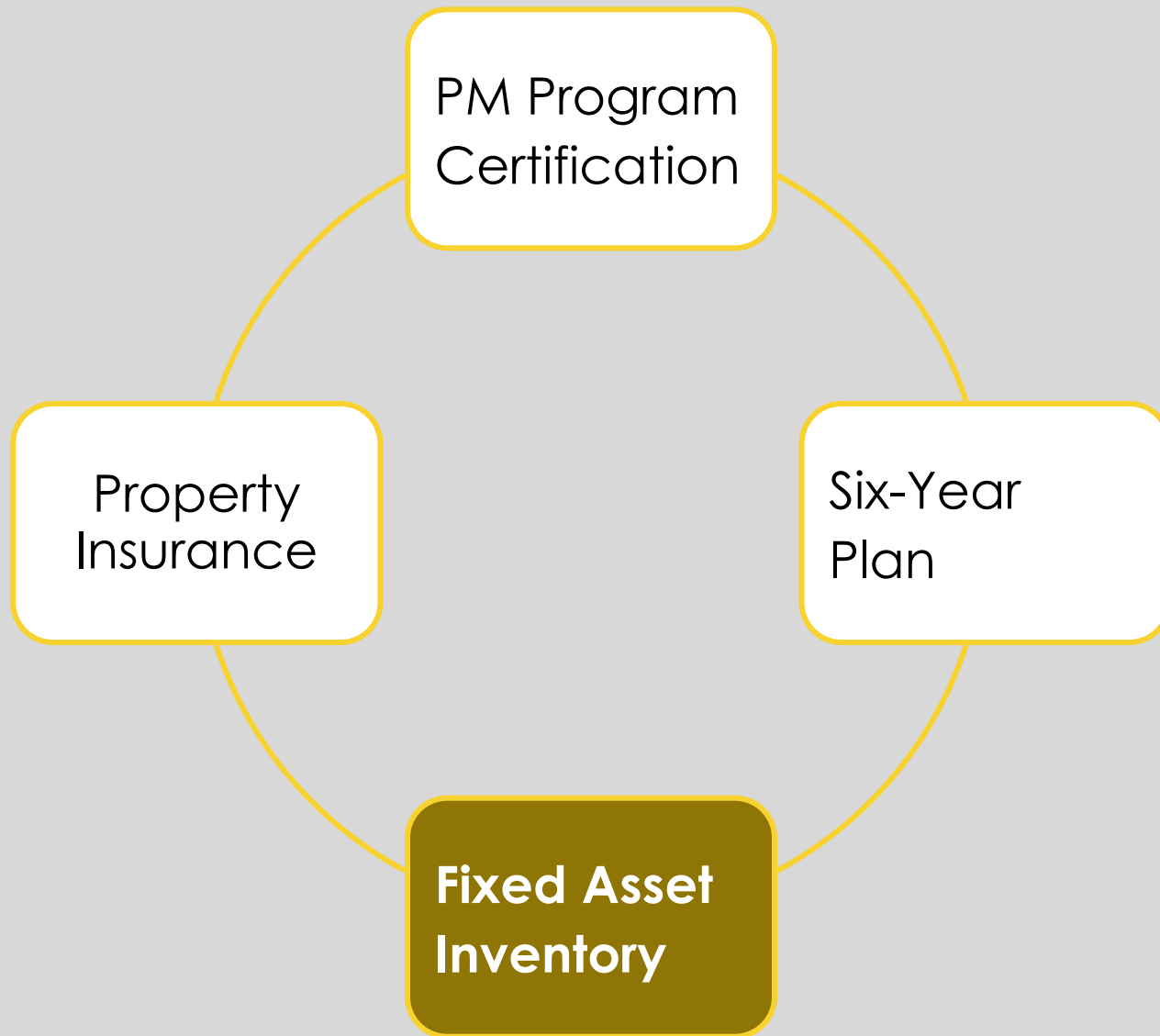
## District Eligibility

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



# Property Insurance

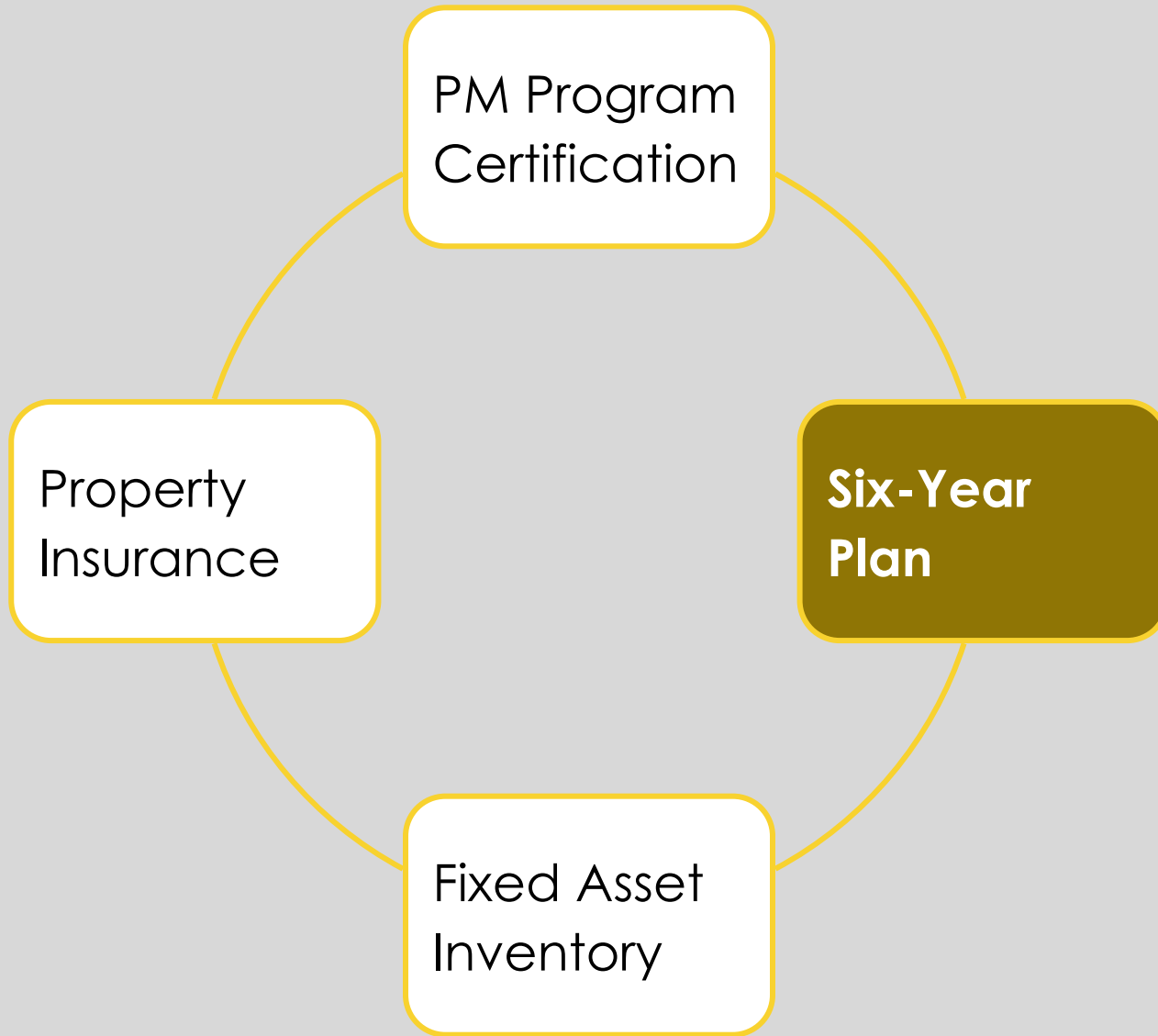
Proof of insurance due annually July 15  
Tracks eligible facilities



## FAIS

Tracks district assets:  
vehicles, equipment, and  
buildings

Equipment purchased  
with CIP funds added to  
FAIS



## Six-Year Plan

Outlines district capital project priorities

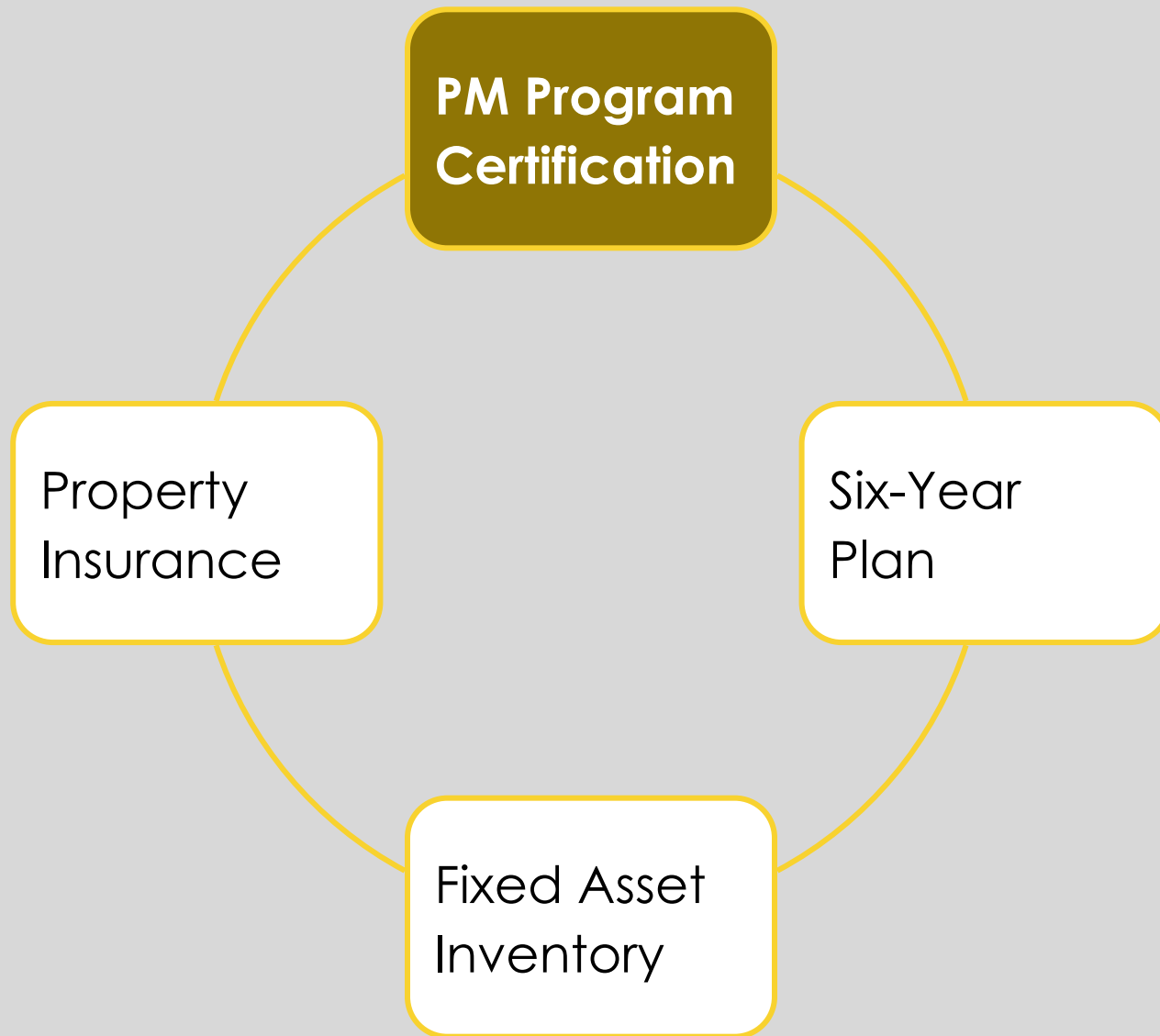
- Project description

- Cost estimate

School Board approved

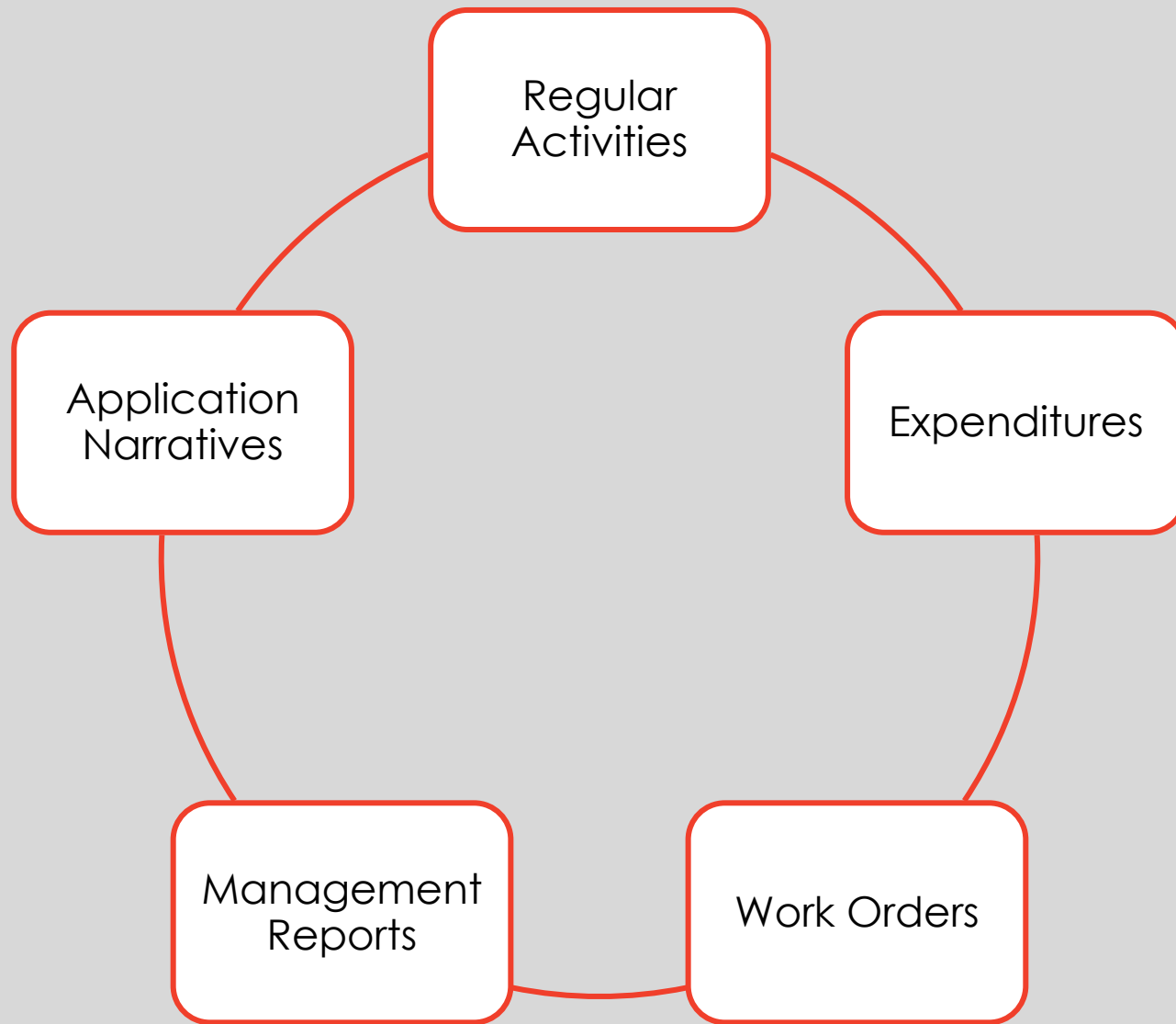
Form on DEED website

Building System Standards



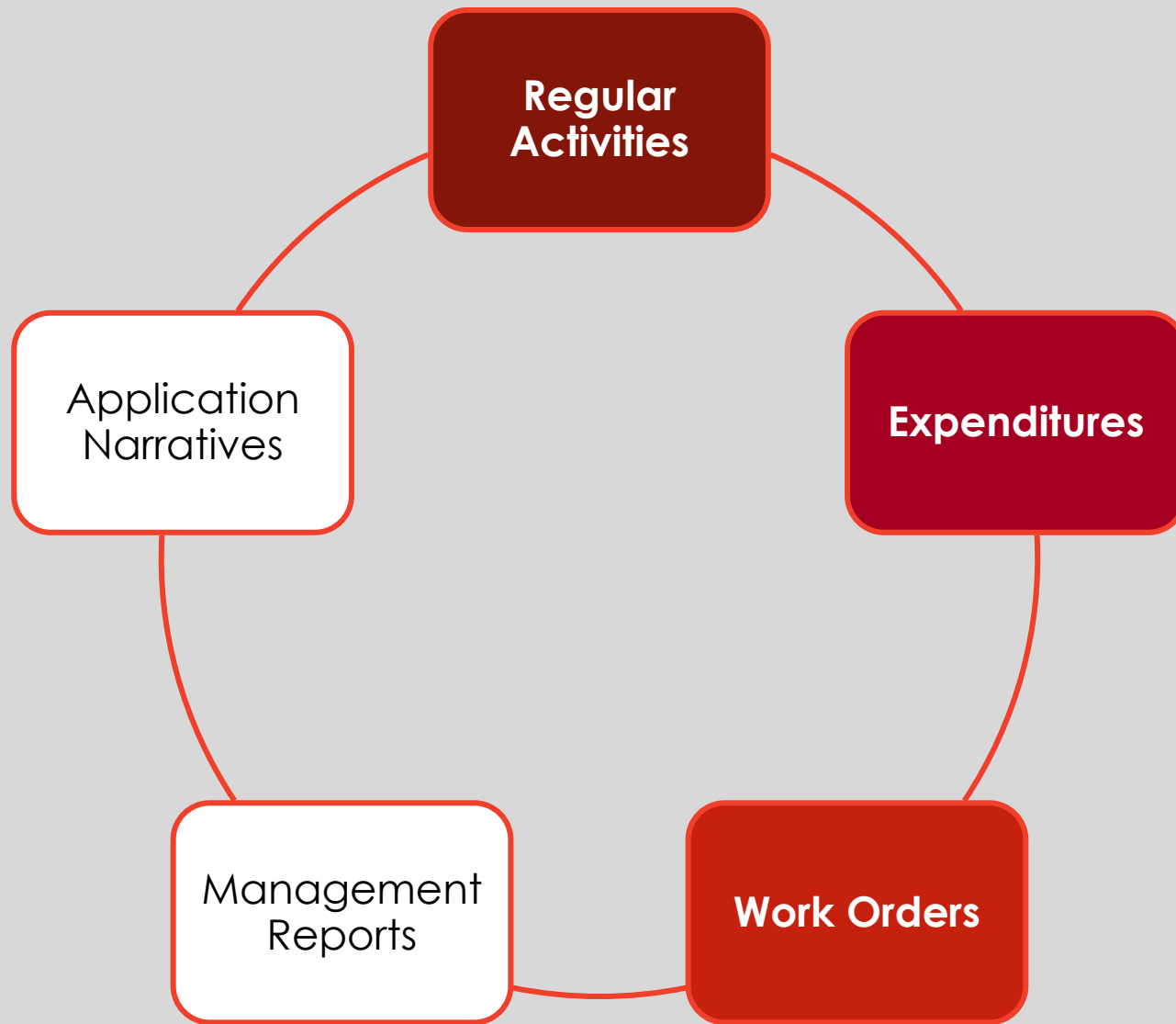
## PM Program Certification

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



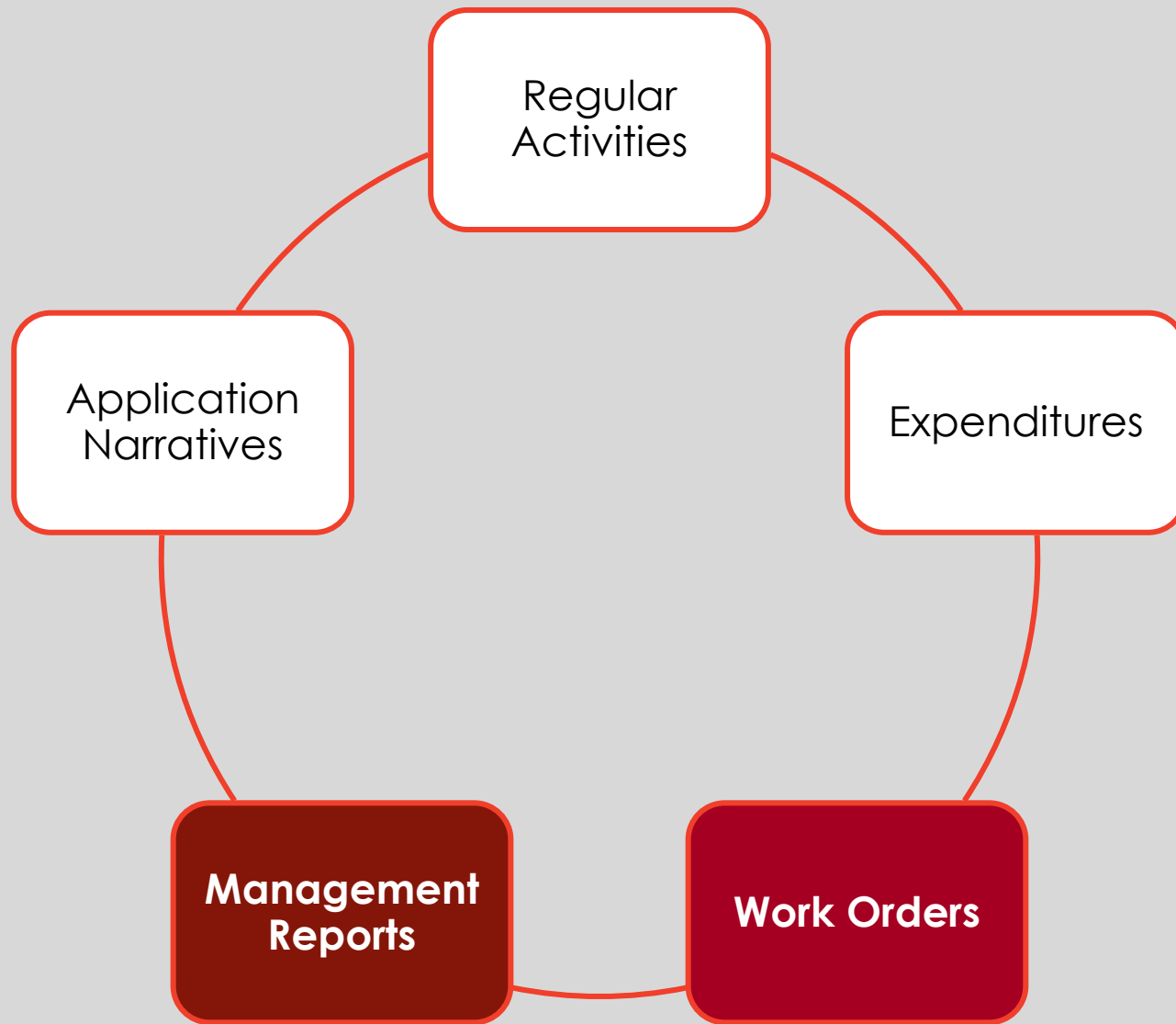
## PM Data





## 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

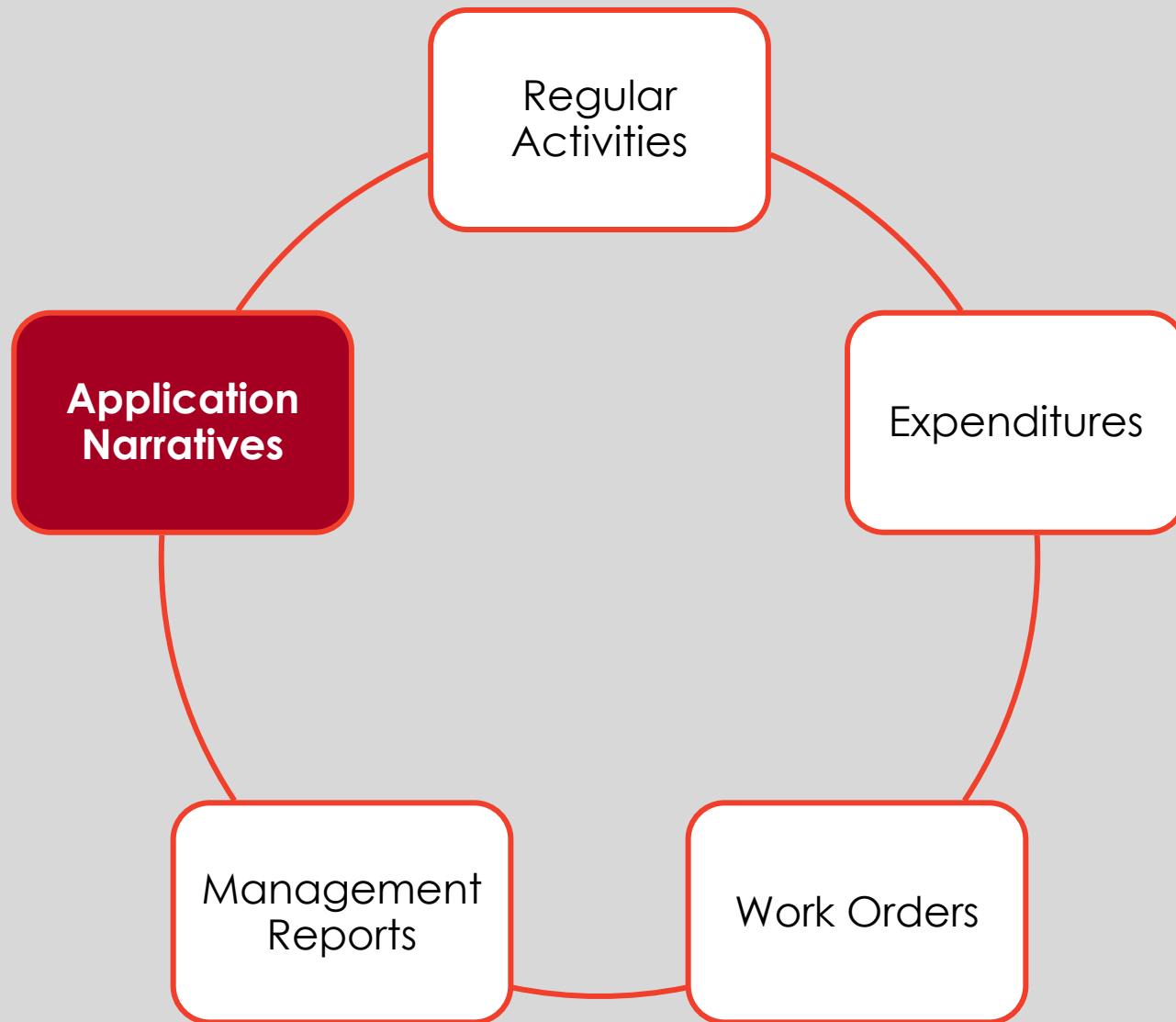
Historical Costs

Energy

System Costs

Capital Planning

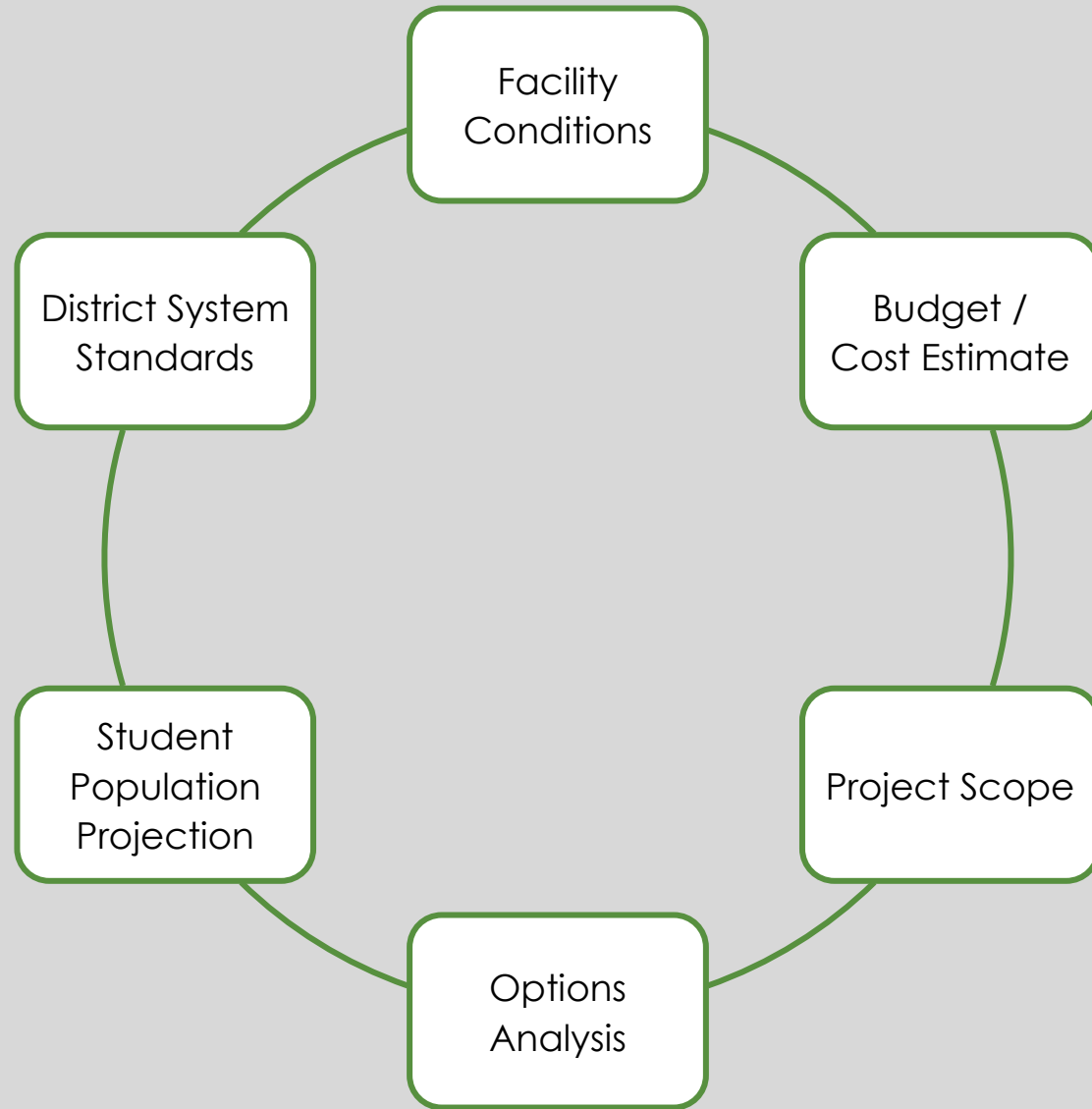
Application submittal



# 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

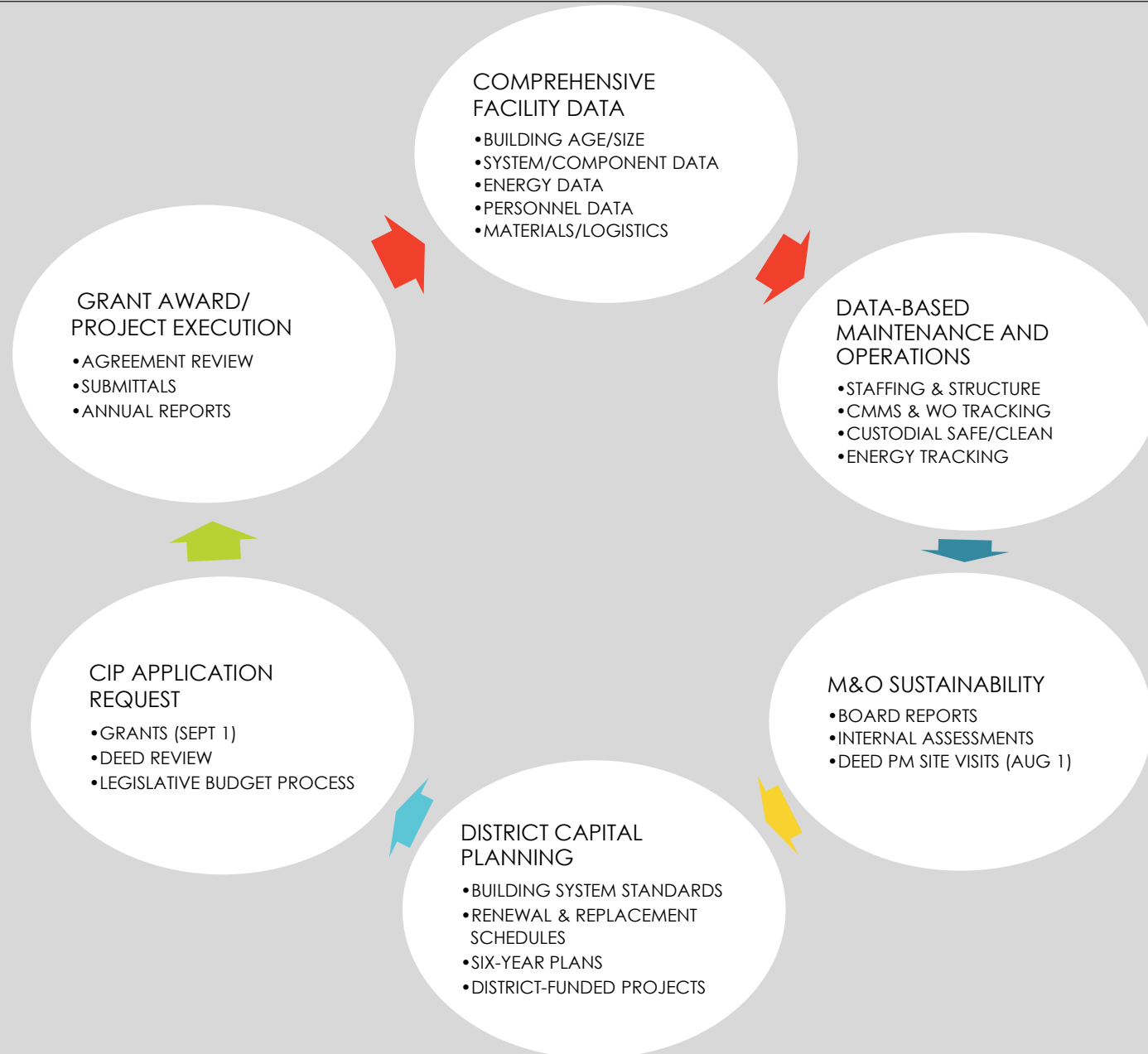
# Project Closeout

- 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



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



## DEED Resources

# Facilities Staff – Here to Help

- Michael Butikofer, Facilities Manager, 465-6906
- Alex Watts, Facilities Review Assistant, 269-3584
- Don Wheeler, Building Maintenance Spec. (PM), 465-6928
- Vacant, School Finance Spec. (grant, land), 465-XXXX
- Sharol Roys, School Finance Spec. (projects, debt), 465-6470

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