

FY2027 Application

2025 CIP Workshop

Alaska Department of Education and Early Development

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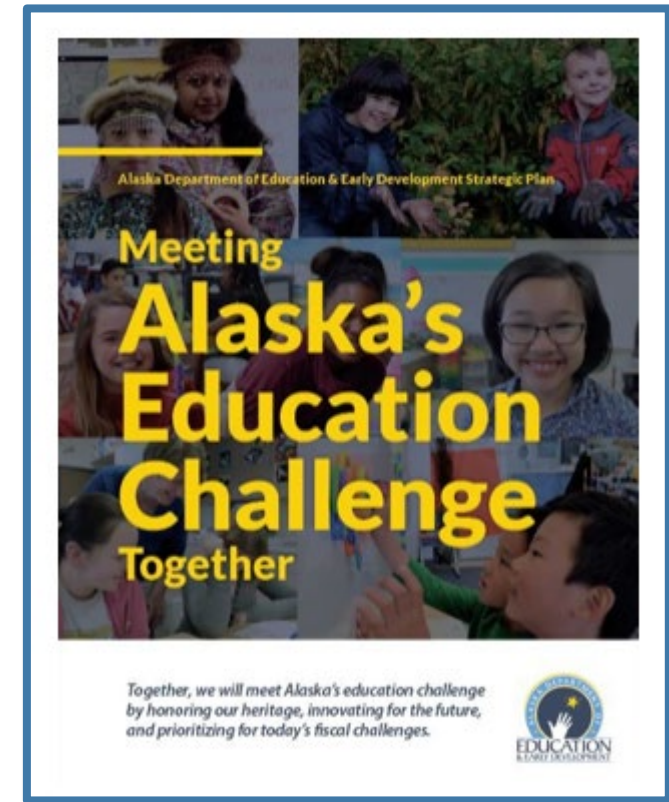
Mission, Vision, and Purpose

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. - Alaska Statute 14.03.015	DEED exists to provide information, resources, and leadership 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

Presentation Overview

- CIP Trends & FY2027 Changes
- CIP Application Scoring Overview
- FY2027 CIP Application – By Section
- Final Reminders

Getting Started

- Go to the DEED CIP Application & Support webpage for
 - FY2027 Capital Improvement Project Application
 - Instructions for the CIP Application
 - Guidelines for Rater's of the CIP Application
 - Scoring Form
 - Eligibility Checklist
 - DEED Project/Application Support Tools and Guides

education.alaska.gov/facilities/facilitiescip or the QR Code:



Why have a CIP process?



Required by statute



Establishes a statewide spectrum of need



Prioritizes statewide needs



Provides a vehicle to seek funding

CIP Grant Applications

○ Scored

- Project changes
- New materials
- Etc.
- 10 Applications

○ Re-use

- Completed – 5yr
- Not Completed – 1yr
- 10+ Applications

Grant Application Re-Use

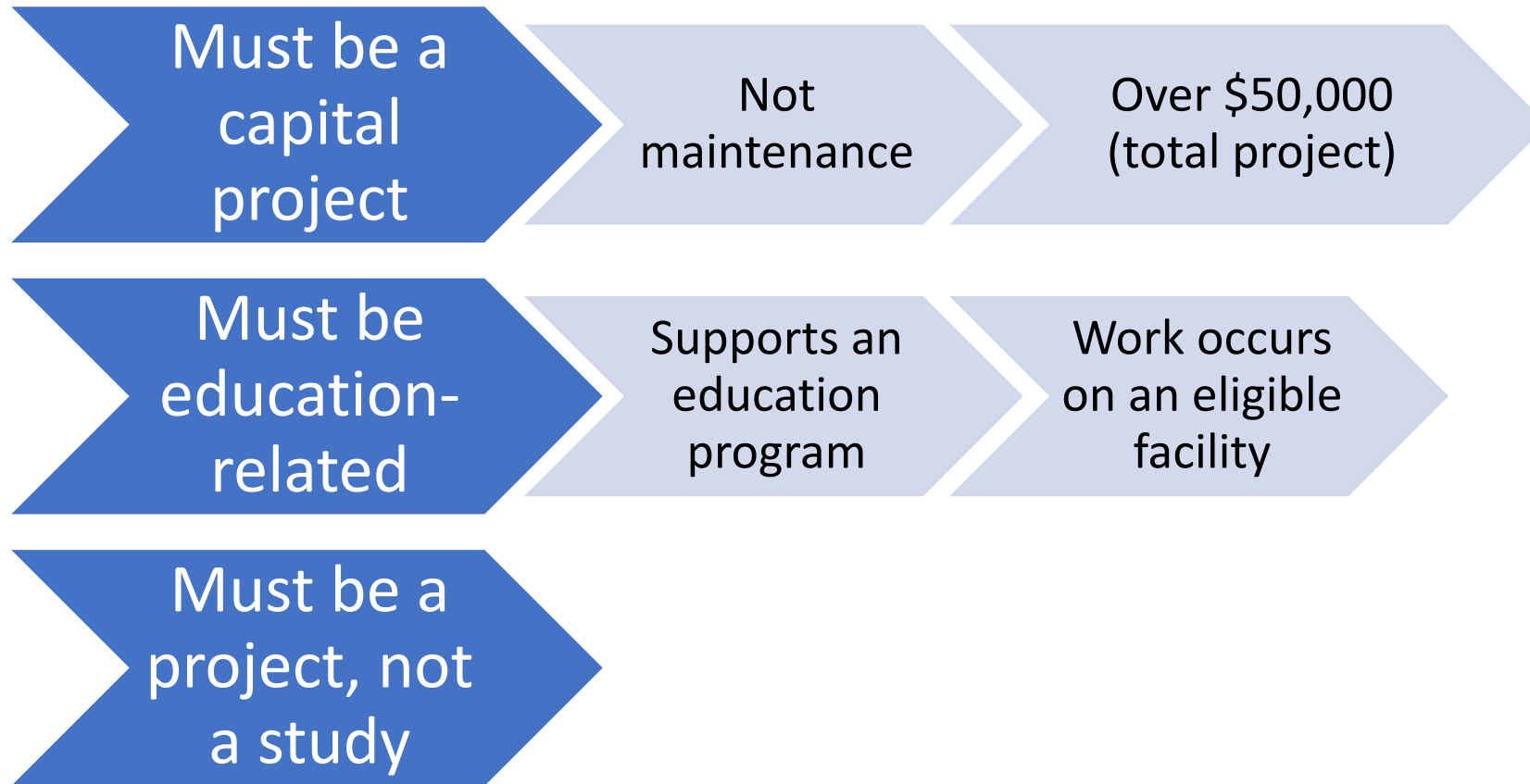
Regulation allows districts to reuse:

- an “application and its score for one year after the original application was filed.”
- an application and its score in years 2 – 5 after the original application was filed if construction was substantially complete
- The department “may annually approve” the request
- Reuse scores are not changed from the original year except that eligible gross square footage is evaluated each year and district ranking
- An inflation factor may be added by the department for reuse applications [4 AAC 31.021(f)]. For the FY2026 application the inflation factor is ... 5.39%

Grant Application Re-Use

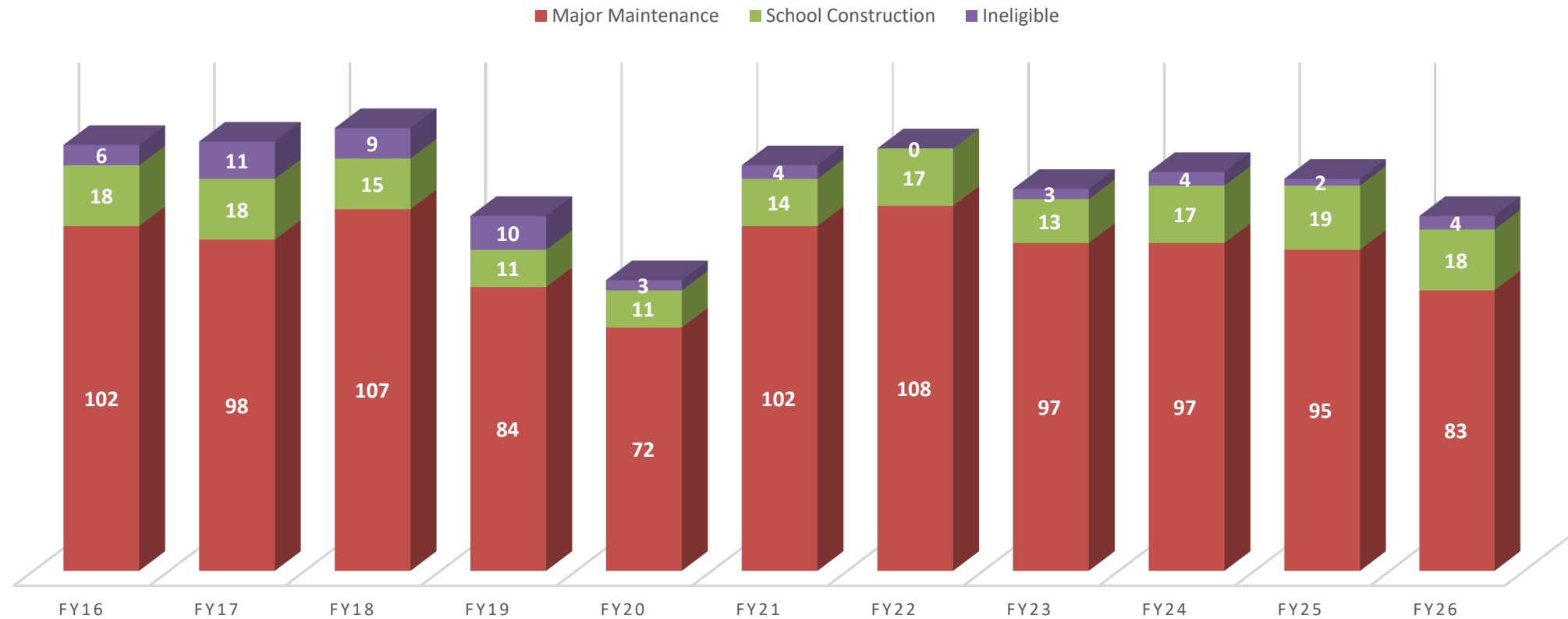
- Requests for re-use certify that for a project:
 - Additional eligible square footage hasn't decreased
 - Conditions haven't deteriorated so as to increase project costs
 - Life safety and code conditions have not changed so as to affect the project score
- If planning to reuse, updated template letter on the department website.

Project Eligibility Requirements



Grant Participation and Eligibility FY2016 – FY2026

TOTAL CIP GRANT APPLICATIONS



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 10, 2025 meeting
 - All meetings open to public and public comment is welcomed

CIP Application Changes for FY2025

- Changed submission requirements to one hard copy and one electronic copy
- Added provision for electronic signature in addition to wet signature
- Combined language from question 2f with question 2c relating to insurance
- Clarified that for projects submitted for reuse of scores changes to project ranking in six-year plan will change points accordingly
- Added language for scope to include conformance with ASHRAE 90.1
- Clarified that conditions in Section 4 only receive points for the highest supported condition in any category (e.g., roof, boiler, etc.)
- Added language to include consultants for value analysis and/or commissioning
- Added Facility Condition Index (FCI) definition/calculation

CIP Application Changes for FY2026

- New language for renovation projects to provide school replacement option
- Added new Prior Funding scoring option for projects needing supplemental funds due to increases in construction bid

CIP Application Changes for FY2027

- The applications and supporting documents (in PDF format) are now submitted to the department via the authorized online portal. Paper and USB flash drive submissions are no longer accepted.
- The maximum points scored for question 3b. School facilities within scope was reduced from 30 to 15 points. The formula to calculate points based on age has also been adjusted.
- Clarified in the reuse of score template that points for question 3b. will be recalculated with the new scoring criteria.
- Question 3d. Project description/Scope of work has been separated into two questions. 3d. Project description and 3e. Scope of work. Numbering for section 3 has been adjusted accordingly.
- Previous question 5j. Project space utilization is now question 3j. Project space utilization.
- A clarifying note (now note 4.) was added to Table 7.1 regarding commissioning agent services.
- Numbers were added for clarity to “Category of Conditions” in question 8a under “Emergency conditions”.
- Changes were made to section 10. District Contact Information. The department requests that at minimum the following persons are listed to be notified of changes to the application including: the Superintendent or Chief School Administrator, the person responsible for facilities, and the person responsible for finances.

CIP Review Emphases for FY2027

- PM narratives and work orders – easy points are being missed.
- More documentation with photographs and work orders are needed for:
 - 4a. Code deficiency / Protection of structure / Life safety
 - 6a. Condition/Component survey
 - 8a. Emergency Conditions
 - 8b. Inadequacies of existing space
- 8c. Other options. The application is not asking for phasing options, but for alternative materials or component options.
- 8d. Annual Operating cost savings. Stay on point and provide cost savings data only.

FY2027 Application

- Limit 10 applications + 10 (ish) re-use of scores
- Consistent with 6-year plan
- 10 sections, 58 questions
 - Cover page & Certifications
 - Signature can be electronic or wet signature
 - Sections 1 – 2: screening and eligibility
 - Sections 3 – 8: project related
 - Section 9: PM
 - Section 10: district contact information including Superintendent, person responsible for facilities, and person responsible for finances.
 - Attachments checklist

Scoring Elements: Basic

- PM, narratives (25)
 - PM, reports (30)
 - PM, Expenditures (5)
 - Weighted Avg. Age (15)
 - Condition Survey (10)
 - Planning/Design (35)
 - Cost Estimate (30)
 - Options (25)
 - Alternative Facilities (5)
- Total 180 points available
 - All projects able to achieve

Scoring Elements: Specific Conditions

- Life Safety/Code Deficiencies (50)
- Operational Cost Savings (30)
- Inadequacies of Existing Space (40)
- Unhoused Students (80)
- Type of Space (30)
- Total 230 points available
- Typical for a project to score high in only one scoring element

Scoring Elements: Priority Bumps

- District Ranking (30)
- Prior AS 14.11 Funding (30)
- Emergency (50)
- Total 110 points available
- Used to “bump” score to increase chance of funding

Formula-Driven Grant Application Scoring

Formula-Driven

- 11 scoring elements, 265 possible points
- Calculated based on information submitted in the CIP application or routinely collected by department

Questions (points)

- Q.3a District Priority (30)
- Q.3b Weighted Average Age (15)
- Q.3j Type of Space (30)
- Q.5e Unhoused Students Today (50)
Unhoused Post Occupancy (30)
- Q.6a Condition Survey (10)
- Q.6 Planning and Design (25)
- Q.6b Re-use of previous design or Q.6c Building system standards (10)
- Q.8e Previous AS 14.11 (30)
- Q.9 Maintenance Reports (30)
- Q.9 Maintenance Expenditures (5)

Evaluative Grant Application Scoring

Evaluative

- 8 scoring elements, 255 possible points
- Independently scored by three raters
- Scores based on information submitted in the CIP application

Evaluative Questions (points)

- Q.4a Life Safety Conditions (50)
- Q.5h Alternative Facilities (5)
- Q.7 Cost Estimate (30)
- Q.8a Emergency (50)
- Q.8b Inadequacy of Space (40)
- Q.8c Options (25)
- Q.8d Operational Cost Savings (30)
- Q9. PM Narratives (25)

Cover Page

Preparing and Submitting the Application

Preparing & Submitting Application

- Reminders:
 - **New:** Hardcopies and submission of PDF files by disc CD or USB flash drive are no longer required or accepted.
 - **New:** PDF files of all documents is required submitted to the department via the authorized online portal.
 - **New:** Access to the online portal will change from “edit access” to “view access” at 4:30 pm September 1, 2025.
 - Application information is full and complete
 - Number of applications 10
 - Re-use of scores
- Project identifying information
- Superintendent certification
- Original or certified electronic signature

Category of Funding and Project Type

Section 1

Category and Type

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

School Construction (AS 14.11.135(6)):

- ☐ Health and life-safety (Category A)
- ☐ Unhoused students (Category B)
- ☐ Improve instructional program (Category F)

Major Maintenance (AS 14.11.135(7)):

- ☐ Protection of structure (Category C)²
- ☐ 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)

- Question 1a – Type of funding requested
 - Grant or Debt
- Question 1b – Primary purpose
 - For descriptions of the available grant categories see Appendix A in the instructions
 - School Construction: new construction, additions, or major renovation projects in which the primary purpose is not protection of structure, code compliance, or operating cost savings
 - Major Maintenance: project in which the primary purpose involves renewal, replacement, or consolidation of existing building systems or components
- Question 1c – Phases of Project
 - For descriptions of phases, see Appendix B in the instructions

Eligibility Requirements to Submit an Application

Section 2

District Eligibility Requirements

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? ☐ yes ☐ no
(Refer to AS 14.11.011(b), and 4 AAC 31.011(c); attach a copy of the 6-year plan.)
- 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? ☐ yes ☐ no
Districtwide replacement cost insurance for the last five years will be gathered by the department from annual insurance certification and schedule of values.
- 2d. Is the project a capital improvement project and not part of a preventive maintenance program or custodial care? ☐ yes ☐ no
(Supporting evidence must be outlined in the project description, question 3d. Reference AS 14.11.011(b)(3))
- 2e. Is the district's preventive maintenance program certified by the department? ☐ yes ☐ no

- District information; not directly related to project
- Any "no" response means district is ineligible for CIP application review

Eligibility Questions

- Q.2a – Board-approved Six-Year Plan
 - Provide a complete six-year plan that includes the current year (project or projects submitted for funding) as well as anticipated CIP projects in years 2 through 6
 - Reviewed in conjunction with PM capital planning narrative
- Q.2b – Fixed Asset Inventory System (FAIS)
 - Reviewed as part of the 5-year preventive maintenance site visit
- Q.2c – Property Insurance
 - District property insurance information submitted annually by July 15
 - Districtwide replacement cost property insurance for the last five years will be gathered by the department from annual insurance certification and schedule of values
- Q.2d – Capital Project
 - Project is a capital improvement project vs. preventive maintenance (cost must also exceed \$50,000, ref. 4AAC 31.900(21))
- Q.2e – Preventive Maintenance Program Certification
 - Notification of certification provide by June 1; final determination by August 15

Project Information

Section 3

Summary: Project Information

- Documents and resources to have available:
 - Six-year plan
 - Condition documents (condition survey)
 - Scoping documents (design)
 - School Facility Database
 - Project Schedule
 - Completed scope contract documents

Tools: Project Information

- Department publications and tools available:
 - Online School Facility Database
 - *Alaska School Design and Construction Standards*
 - *Project Delivery Method Handbook*
 - *Capital Project Administration Handbook*
 - *Site Selection Criteria and Evaluation Handbook*
 - Site Evaluation Matrix (excel)



District Priority

- Q.3a - District Priority
 - The unique number given to each project in a priority sequence approved by the district school board
 - DEED will not accept two projects with the same ranking
 - Formula-driven with ten award levels:
 - 30 points for number one priority project
 - 3 points for number ten priority project
- Q.3b – School Facilities
 - Identify facilities or specific portions of facilities in project scope
 - Data corresponds to DEED School Facility Database

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](http://education.alaska.gov/Facilities/SchoolFacilityReport/SearchforSchoolFac.cfm) (education.alaska.gov/Facilities/SchoolFacilityReport/SearchforSchoolFac.cfm).)

DEED Facility #	Building or Building Portion	Year Built	GSF
TOTAL GSF			

Weighted Average Age – Facility Database

School Facility Information

School Facility List for Building List for Kake Elementary School

Facility Number	Facility	Building Type	Category	Gross Square Footage	Year Constructed	Comments
23001001	Kake Elementary School	Permanent	Original	10,396	1996	The old elementary building (1951) transferred to City of Kake.
23001001	Kake Elementary School	Permanent	Addition	7,004	2004	
23001001	Kake Elementary School	Permanent	Addition	256	2011	Fan room; excludes approx. 90 gsf of utility distribution space
			Total GSF	17,656		

Building GSF ratio to Total GSF determines weighting for age

Building Year Constructed, converted to age, is adjusted by percentage of building GSF to Total GSF

***Updated* Weighted Average Age – Scoring**

Formula-driven with multiple award levels with four tiers

- A. 0-10 years = 0 points
- B. $> 10 \leq 20$ years = 0 – 2 points available
- C. $> 20 \leq 30$ years = 2 – 7 points available
- D. $> 30 < 40$ years = 7 – 15 points available
- E. ≥ 40 years = 15 points

***Updated* Weighted Average Age – Calculation**

- Example of Point Computation:

GSF % Ratio	Convert to Age	Age * % = Weighted Age
10,396 = 59%	1996 = 28 yrs	$28 * 59\% = 16.52$
7,004 = 40%	2004 = 20 yrs	$20 * 40\% = 8.0$
<u>256 = 1%</u>	2011 = 13 yrs	$13 * 1\% = \underline{0.13}$
17,656 = 100%		24.65 avg. age

Average age: 24.65 years (2 + .5 per year in excess of 20 years)

-20.00 years

4.65

x .5

2 + 2.33 points for weighted average age

Q.3c Facility Status Change

- Facility Status Change
 - Quick reference
 - Should match Project Description and Scope (Qs.3d and 3e)
 - Transition plan for demolition/surplus or imminent loss due to certain environmental factors
 - Should match Table 5.2

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 ☐ surplus ☐ other

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

Updated Q.3d Project Description

- One of the most informative sections for raters and it is referenced often as the application is rated
- Photographs are welcomed
- The raters can only award points on what the district provides
- Scope justification should be provided in the project description and not in the scope of work section

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

New Q.3e Scope of Work

- The scope of work question only includes the work to be completed; all other information should be included the project description
- Reminder: fully support scope with supporting documents like a condition survey
- Department has authority to modify and reduce project for cost-effective construction
 - Non-justified scope items
 - Maintenance items

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)

Project Description vs. Scope of Work

- Difference between Project Description and Scope of Work
 - Description speaks more generally to conditions and reason for project
 - Scope is specific to the work being completed by the project

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)

Project Schedule

- Schedule is estimate for planning purposes or actual for completed project
 - Does not need to be day specific
- Insert additional lines as needed
- Describe how alternative project delivery will affect the schedule
- Alternative Project Delivery Requests for department approval should accompany application

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).

Completed Scope

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: _____

- Attach bid solicitation documents and bid tabulation
- Attach construction contract and change orders
- Expenses from 36 months prior to first submittal of substantially same scope application
- Districts can work with DEED prior to submitting application to ensure process is followed and project is eligible
- Completed projects do not receive escalation with re-use
- Projects substantially complete on application submittal may submit re-use request for 5 years

Additional Project Information

- If project needs new site, site selection analysis available from DEED publication
- Districtwide projects are discouraged unless cost savings is achieved, and a single design and construction contracts are anticipated

3g. 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.

3h. 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.

Question 3j Type of Space Added/Improved

Formula-driven scoring, 30 points

Use Appendix E to application instructions for space categories:

- Four Space Types
 - Instructional or resource 30 pts
 - Support teaching 25 pts
 - General support 15 pts
 - Supplementary 10 pts
- 30 points maximum; scoring is weighted for space combinations;

School Construction projects only; categories A, B, or F

- It is helpful information for projects that are major rehabilitations, although no formula-driven points are awarded for completion.

Table 3.1 Project Space Equation

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.

Table 3.1 PROJECT SPACE EQUATION						
Space Utilization	A Existing Space	I Space to remain "as is"	II Space to be Renovated	III Space to be Demolished	IV New Space	B Total Space upon Completion
Elem. Instructional/Resource						
Sec. Instructional/Resource						
Support Teaching						
General Support						
Supplementary						
Total School Space						

- Tell us what space you have:
 - How space is allocated by use (ref. Appendix D)
 - Totals from questions #3b and #7a should match
- What space is being renovated
- What new space is being built
- What space is to be demolished or surplusd
- The amount of space to remain "as-is" column, *plus* the amount of space to be renovated, *minus* existing space to be abandoned or demolished, *plus* the new or additional space, *equals* total space when project is completed.

Code Deficiency/ Protection of Structure/ Life Safety

Section 4

Summary: Life Safety/Code Conditions

- Documents and resources to have available:
 - Condition Survey
 - Code Violation Documentation
 - PM Work Orders

Identify requested scoring conditions supported by project scope and support documents.

- Only one level of scoring per condition
- Provide title/page references to support documents
- Provide support documents as attachment (work orders, code violation documentation)

Scoring conditions are weighted for mixed scope projects.

Tools: Life Safety/Code Conditions

- Department publications and tools available:
 - *Guide for School Facility Condition Surveys*
 - *Condition Survey Template* (word)



Life Safety Conditions

- Evaluative scoring; 50 point maximum
- Applicant indicates desired scoring items
- Point assignment considerations:
 - Application documents deficiency
 - Application documents need for correction
 - Application explains how the project corrects deficiency
 - Are critical and non-critical conditions combined?
 - Scoring is weighted in the case of mixed scope projects

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)	<input type="checkbox"/>	Upper Floor Structure - PE eval (20 pts)	<input type="checkbox"/>
Foundation/Floor - no PE eval (4 pts)	<input type="checkbox"/>	Vertical Structure - PE eval (20 pts)	<input type="checkbox"/>
Seismic - minimal restrictions (6 pts)	<input type="checkbox"/>	Roof Structure - PE eval (24 pts)	<input type="checkbox"/>
Upper Floor Structure - no PE eval (9 pts)	<input type="checkbox"/>	Seismic/Gravity Partial Closure (28 pts unless does not qualify for space, then 15 pts)	<input type="checkbox"/>
Vertical Structure - no PE eval (9 pts)	<input type="checkbox"/>	Seismic/Gravity Full Closure (50 pts unless does not qualify for space, then 15 pts)	<input type="checkbox"/>
Roof Structure - no PE eval (10 pts)	<input type="checkbox"/>		
Foundation/Floor - PE eval (15 pts)	<input type="checkbox"/>		
Seismic - moderate restriction (15 pts)	<input type="checkbox"/>		

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)	<input type="checkbox"/>	ASHRAE 90.1 Insulation (10 pts)	<input type="checkbox"/>
Siding Finish (2 pts)	<input type="checkbox"/>	Siding, age >25yr (12 pts)	<input type="checkbox"/>
Doors, age >20yr (3 pts)	<input type="checkbox"/>	Windows, age >30yrs (12 pts)	<input type="checkbox"/>
Roof, age >Warranty +5yr (3 pts)	<input type="checkbox"/>	Siding Failure, age >25yr (15 pts)	<input type="checkbox"/>
Roof, age >Warranty +10yr (6 pts)	<input type="checkbox"/>	Roof Leaks, WO >3/yr (15 pts)	<input type="checkbox"/>
Roof Leaks, WO <3/yr (8 pts)	<input type="checkbox"/>	Doors w/Egress issues (15 pts)	<input type="checkbox"/>
ASHRAE 90.1 Windows (8 pts)	<input type="checkbox"/>	Roof Leaks affect space, with WOs (25 pts)	<input type="checkbox"/>

Condition Support

- Supporting documentation of the conditions is critical:
 - Condition survey
 - Photographic documentation
 - Third party communications/reports
 - Maintenance work orders
- Documentation should be objective, specific, and verifiable

Requirements For Space To Be Added Or Replaced

Section 5

Summary: Space & Population Projections

- Documents and resources to have available:
 - Attendance area population projections
 - Eligible square footage / space calculations
 - Educational specifications
 - Proposed project schedule

Identify other projects affecting the same grades in the attendance area.

Identify other facilities in the attendance area that could house the educational program.

Tools: Space & Population Projections

- Department publications and tools available:
 - Attendance Areas, Final Report
 - Attendance Area ADM & GSF Calculations workbook (excel)
 - *A Handbook to Writing Educational Specifications*



Attendance Area and Average Daily Membership

- Annually, the department publishes a final attendance area list by April 1
- Capacity calculations are based on the attendance area where the project will be constructed
- ADM is based on October count, does not include correspondence

Questions 5a – 5b

- Q.5a - Enter the grade levels housed by the proposed project facility
- Q.5b - Identify any work (other than the project in the application) that is taking place in the attendance area impacted by the proposed project

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 to 5j. **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 at the department's website at: Education.Alaska.Gov/facilities/FacilitiesCIP.html

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 ☐ yes ☐ no 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?

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

Questions 5c – 5d

- Q.5c - Identify any schools that house students in the same grade levels as in the requested project
- Q.5d – Identify the anticipated date of occupancy for the project (attach a schedule if available, or as referenced in Q.3e)

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? _____

Question 5e Percent Capacity

5e. Unhoused students (Up to 80 points)

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
2024-2025			
2025-2026			
2026-2027			
2027-2028			
2028-2029			
2029-2030			
2030-2031			
2031-2032			
2032-2033			
2033-2034			

- Formula-driven scoring, 80 points total
- This element assesses the capacity of current/ funded school space to house students at current ADMs
- Projections can be from DEED projection worksheets or from other district sources

Percent Capacity Today

- Formula-driven scoring, 50 points
- This element assesses the capacity of current/ funded school space to house students at current ADMs
- Students in leased charter schools, counted if lease terminates within 2 years and need new space
- Point assignments:
 - A. 100% of capacity = 0 points
 - B. >100% of capacity = 1 point for each 3% of excess capacity
 - C. 250% of capacity = 50 points

Percent Capacity 5 year Post-Occupancy

- Formula-driven scoring, 30 points
- This element assesses the capacity of current/ funded school space to house students at projected ADMs
- Point assignments:
 - A. 100% of capacity = 0 points
 - B. >100% of capacity = 1 Point for each 5% of excess capacity
 - C. 250% of capacity = 30 points
- New qualification for scoring projected unhoused due to facility loss by external environmental factors. Scored at “half points”: one point for every 10% over 100% capacity

Projection Worksheets and Qualifying Space

5f. Were the ADM projections used by the district based on the department's worksheets? ☐ yes ☐ no
Attach calculations and justifications.

5g. Confirm space eligibility:

Total Existing SF	_____	
Remaining Existing SF	_____	
Total Eligible SF	_____	
Qualifies for	_____	additional SF
Applying for	_____	additional SF

- Worksheets do not have to be the department's; district may provide alternative method and projection justifications
- "Allowable Gross Square Footage" from worksheets provides existing and additional qualifying square footage

ADM Projection Comparison

ADM Year: **2023**
 School District: **Very Cold**
 School Name: **Very Cold School**
 Project Number: **25-xxx**
 School Type: **K-12**
 Attendance Area: **Very Cold**



Historical Attendance Area ADM by Fiscal Year

Fiscal Year	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Average Annual ADM Change	Overall ADM Growth
Attendance Area Total ADM	108.15	115.55	129.50	108.90	121.05	133.70	147.20	134.70	140.65	4.42%	3.83%

Future School ADM Projections by School Year

Projection Type	Current School Year ADM	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Average Annual ADM Change	Overall ADM Growth
District's K-6 Projection	82.00	85.62	89.40	93.35	97.48	101.78	106.28	110.97	115.88	4.42%	41.31%
District's 7-12 Projection	58.66	61.24	63.95	66.77	69.72	72.80	76.02	79.37	82.88	4.42%	41.31%
DEED's K-6 Projection	82.00	85.62	89.40	93.35	97.48	101.78	106.28	110.97	115.88	4.42%	41.31%
DEED's 7-12 Projection	58.65	61.24	63.95	66.77	69.72	72.80	76.02	79.37	82.88	4.42%	41.31%

Note: If District projection numbers match DEED projection, numbers were not provided by the school district.

Printed: 4/26/2023

File Name: _FY25 Very Cold Sample


Worksheet: ADM


Allowable Gross Square Footage



District:	Very Cold
School:	Very Cold School
Project Number:	25-xxx
School Type:	K-12
Projected ADM (K-6):	115.88
Projected ADM (7-12):	82.88
Existing DEED designated GSF	22,861 SF
Existing GSF To Remain:	20,873 SF
Additional GSF Requested:	24,820 SF
Total GSF Proposed:	45,693 SF
Eligible Base GSF:	26,885 SF
Eligible Supplemental GSF:	16,413 SF
Total GSF Eligible:	43,298 SF
Additional GSF Allowable:	22,425 SF
Additional GSF Reduction:	-2,395 SF
4 AAC 31.020(e)(2) Additional GSF Allowances	
Allowance for Covered Exterior Areas:	6,495 SF
Allowance for Water/Sewer Storage & Treatment:	2,165 SF

ADM Projection: Current & Projected

Current Capacity and Unhoused	
District:	Very Cold
School:	Very Cold School
Project Number:	25-xxx
School Type:	K-12
Current ADM (K-6):	82.00
Current ADM (7-12):	58.65
Existing GSF:	22,861 SF
Existing GSF Elementary Capacity:	49.19
Existing GSF Secondary Capacity:	35.18
Existing Base GSF:	11,413 SF
Existing Supplemental GSF:	12,020 SF
Existing GSF Serving Total ADM:	23,433 SF
Unhoused Students:	56.28
Current Percent Capacity:	166.70%
	

Projected Capacity and Unhoused	
District:	Very Cold
School:	Very Cold School
Project Number:	25-xxx
School Type:	K-12
Projected ADM (K-6):	115.88
Projected ADM (7-12):	82.88
Existing GSF:	22,861 SF
Existing GSF Elementary Capacity:	49.19
Existing GSF Secondary Capacity:	35.18
Existing Base GSF:	11,413 SF
Existing Supplemental GSF:	12,020 SF
Existing GSF Serving Total ADM:	23,433 SF
Unhoused Students:	114.38
Projected Percent Capacity:	235.57%
	

Question 5h Alternative Community Facilities

- Evaluative Scoring, 5 points
- **Only scored for School Construction projects**
- Discuss alternatives considered for meeting project objectives

Scoring Criteria	Point Range
Community inventory/rationale analysis/documentation	5 points
Community inventory/rationale with economic analysis	4 points
Community inventory/brief rationale provided	3 points
Community inventory/alternative facilities identified	2 points
Community inventory listed	1 point
Question not answered	0 points

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.

Question 5i Educational Specifications

5i. Are educational specifications attached?

☐ yes ☐ no

- Required for most Construction projects
 - New facilities, additions, and for projects that reconfigure or repurpose existing space
- Note: projects that require an Ed Spec must have a Percent for Art line in the project budget

Project Planning and Design

Section 6

Summary: Planning & Design

- Documents and resources to have available:
 - Condition Survey
 - District Design Standards
 - Design Documents (Concept, Schematic, Design Development, or Construction)

Identify which documents are available and provide as attachments

List “design team” – professional firm, project management, commissioning agent, district personnel

Tools: Planning & Design

- Department publications and tools available:
 - *Professional Services for School Capital Projects*
 - DEED-approved Commissioning Agent Certifications
 - *A Handbook to Writing Educational Specifications*
 - *A Guide for School Facility Condition Surveys*
 - Condition Survey Template (word)
 - *Alaska School Design and Construction Standards*
 - ASHRAE 90.1-2016 Compliance Checklist (excel)



Question 6a Condition Survey

- Formula-driven scoring, 10 Points
- Condition/Component Survey
 - A technical survey of facilities and buildings to determine compliance with standards and codes for safety, maintenance, repair and operation;
 - This report follows any accepted format;
 - Survey may be completed by architect, engineer, or persons with documented expertise (report expertise in Q6g - Planning/Design Team).

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

1. Is a facility or component condition survey attached?

☐ yes ☐ no

Document title: _____

Date prepared: _____

Condition Survey Scoring

Criteria	Points
Comprehensive survey that informs the project and includes a full description of existing systems and code deficiencies. Recommendations and costs to renovate are included along with supplemental information such as special inspections, photographs, drawings, and engineering calculations as applicable. It is less than 6 years old.	10
Many of the elements listed above; less than 10 years old.	8
Survey informs the project, but supplements that would further document conditions are not provided or not substantial; it is less than 10 years old.	5
Survey is more than 10 years old, but may still contain relevant information.	3
Survey not submitted or does not inform project.	0

Question 6b Previously Approved Design

- Formula-driven scoring, 10 points
- Use of prior department-approved school design

- Complete documents of the proposed reused school plans
- Evidence of ownership of proposed reused school plans
- An analysis of the anticipated deviations and revisions from the proposed reused school plans along with an estimated cost of those deviations (+ or -)
- Estimate the design and construction costs for the proposed reused school plans with an estimate of the cost of design and construction for a project alternative for a new school design. If a district does not include cost of ownership of the school plan proposed for reuse, the estimate must include purchasing the design or another arrangement

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

1. Is the district proposing to use a previously department-approved 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

Question 6c Building System Standards

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 information on each specific system showing that the building system(s) conform to a published district or municipal building standard.

- Formula-driven scoring, 10 points
- Use of district building system standards approved by district or municipality for: 1) Building Envelope, 2) Plumbing, 3) HVAC, 4) Lighting, and 5) Power.
 - Provide approved published system design standard document from district or municipality
 - Standard must be ASHRAE 90.1 compliant
 - Provide explanation of how design standard is being used in project scope

Questions 6d – 6f Planning and Design

- Formula-driven scoring, 25 points
- Planning & design points: 3 award levels
 - A. Planning/Concept Design complete 10 pts
 - B. Design:35% (schematic design) complete 20 pts
 - C. Design:65% (design development) complete 25 pts
- Need for design phase is determined by DEED
- Deliverables are identified in Appendix C of Instructions

Questions 6d – 6f Planning and Design

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 project is complete, provide justification as to why documents are not needed. ☐ yes ☐ no
2. Is a design development cost estimate attached? ☐ yes ☐ no

Planning and Design Appendix C

Alaska Department of Education & Early Development

APPENDIX C: CAPITAL IMPROVEMENT PROJECT PHASES

Adopted by the Bond Reimbursement & Grant Review Committee

April 20, 2023

The application
basic scope of e
in order for proj
documents must

CONDITION/

PHASE I - PLANNING/CONCEPT DESIGN (0 or 10 points possible)

1. Select architectural or engineering consultants (4 AAC 31.065) - (Required if necessary to accomplish scope of project)
2. Prepare a school facility appraisal (optional)
3. Include a condition/component survey as referenced above - (Required if project is a major rehabilitation)

PHASE IIA - SCHEMATIC DESIGN – 35% (0 or 10 points possible)

4. Identify need
5. Verify student
6. Complete edu
7. Complete con
8. Complete plan
9. Identify site re

PHASE IIB - DESIGN DEVELOPMENT – 65% (0 or 5 points possible)

1. Complete required elements of planning/design not finished in the previous phases - (Required)
2. Review and confirm planning (4 AAC 31.030)
3. Select commissioning agent (4 AAC 31.065; 4 AAC 31.080) - (Required for new facilities or additions over 5000GSF, or rehabilitation of facility over 10,000GSF)
4. Accomplish a condition/component survey
5. Obtain letter of commitment (Required for new facilities)
6. Complete design development documents, including floor plans, elevations and exterior elevations, draft technical specifications to adequately scope and complete the project
7. Prepare proposed schedule and method of construction
8. Prepare revised cost estimate appropriate to project
9. Commissioning plan
10. Energy consumption and cost report
11. Value analysis report

PHASE III - CONSTRUCTION

1. Complete required elements of planning and design not previously completed - (Required)
2. Prepare final cost estimate - (Required)
3. Complete final contract documents and legal review of construction documents (4 AAC 31.040)
4. Advertising, bidding and contract award (4 AAC 31.080) - (Required for contracts over \$100,000)
5. Submit signed construction contract
6. Construct project
7. Procure furniture, fixtures, and equipment, if applicable
8. Substantial completion
9. Commissioning report
10. Final completion and move-in
11. Post occupancy survey
12. Obtain project audit/close out

Question 6g Planning/Design Team

- Professional design team or personnel with “expertise”
 - Identify team/individual that performed condition survey and design
 - New: Identify Commissioning Agent
 - Provide expertise justification, if needed

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

Cost Estimate

Section 7

Summary: Cost Estimate

- Documents and resources to have available:
 - Cost estimate (DEED Program Demand Cost Model; professional estimate; actual costs, contracts, invoices)
 - Project scoping documents (design, condition survey, etc.)
- Review cost estimate and compare to scope
 - Are all items identified in scope addressed on cost estimate?
 - Are all cost estimate items in the requested project scope?
- Are non-construction cost/percentages reasonable and justified?

Tools: Cost Estimate

- Department publications and tools available:
 - *Instructions for completing the Program Demand Cost Model*
 - Geographic Area Cost Factor; Size Adjustment Factor; Escalation Index
 - *Program Demand Cost Model Workbook (excel)*
 - For new construction or renovation projects
 - *Guidelines for School Equipment Purchases*



Cost Estimate – Section 7

- Evaluative scoring, 30 points
- Scoring covers the full range of possible projects
- Scoring considers reasonableness and completeness
 - Does the estimate match the scope?
 - What is the source of the cost information? (Q.7b)
 - Are lump sums described and supported? (Q. 7c)
 - If necessary, are additive percentages explained?

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 C 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.

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.

Table 7.1 Total Project Cost Estimate

Table 7.1. TOTAL PROJECT COST ESTIMATE					
Project Budget Category	Maximum % without justification	I Prior AS 14.11 Funding	II Current Project Request	III % of Total Construction Cost	IV Project Total
CM - By Consultant ¹	2 - 4%				
Land ²	n/a				
Site Investigation ²	n/a				
Seismic Hazard ³	n/a				
Design Services	6 - 10%				
Construction ⁴	n/a				
Equipment & Technology ^{2,5}	up to 4%				
District Administrative Overhead ⁶	up to 9%				
Art ⁷	0.5% or 1%				
Project Contingency	5%				
Project Total	up to 130%				

- Estimate/scope can be modified by DEED, subject to reconsideration

- If completed project, provide actuals, even if above “max %” (justify in Q.7c)

- 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; 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.
- 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 (2016). Technology is included with Equipment.
- 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.
- 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

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						

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.

- Construction only, no 'project adders'

Cost Estimate Reasonableness

Project Cost - “Reasonableness Evaluation”

- Reasonable is judged by standards (DEED cost model, national estimating standards, Alaskan experience)
- The more information provided, the easier it is to evaluate “reasonableness”
- Identifying sources is important (just filling out the cost table does not provide confidence that the costs are reasonable)
- DEED must evaluate and may adjust budget/scope to meet “cost-effective construction” in best interest of the state

Cost Estimate Scoring

Scoring Criteria	Point Range
Reasonable/matches scope/complete/construction document level	27-30 points
Reasonable/matches scope/complete/65% document level	23-26 points
Reasonable/matches scope/complete/35% document level	18-22 points
Reasonable/matches scope/complete/concept level/DEED cost model	12-17 points
Some costs not supported/a few scope items missing	6-11 points
Costs not supported/many scope items missing	1-5 points

Additional Project Factors

Section 8

Summary: Additional Project Factors

- Documents and resources to have available:
 - Life-Cycle Cost Analysis; Cost-Benefit Analysis
 - Documents supporting emergency project status

Tools: Additional Project Factors

- Department publications and tools available:
 - *Life Cycle Cost Analysis Handbook*
 - Life Cycle Costs of Project Alternatives Workbook (excel)
 - Program Demand Cost Model Workbook (excel)
 - *Alaska School Design and Construction Standards*
 - LCCA/CF



Question 8a

Emergency

- Evaluative Scoring, 50 points
- Scored only if a district declares an emergency
- Evaluation and score based on information provided in application
- Emergency must be clearly identified and described in the project description
- Scoring weighted if project includes non-emergency scope

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?

☐ yes ☐ no

If no, explain below.

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.

Emergency Scoring

Scoring Criteria	Point Range
Building destroyed and must be replaced; students are currently unhoused	50 points
Building unsafe; immediate repairs required; students are currently unhoused	25-45 points
Building occupied; building official has issued an order to repair	5-25 points
A portion of the building requires significant repair or replacement in order to use for educational purposes	5-45 points
Major building component/system completely failed and requires replacement; facility is unusable until replaced	25-45 points
Major building component/system has a high probability of failure	5-25 points



Some emergencies are easy to identify, especially with proper documentation.

Question 8b Evaluation of Existing Space

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.

- Evaluative Scoring
- Up to 40 total points available
 - A. Mandated Programs (up to 40 points)
 - B. Existing Local Programs (up to 20 points)
 - C. New Local Programs (up to 15 points)
- Considers both physical and functional aspects
- Considers how the space meets instructional program needs
- Considers balance of program types
- Scoring is weighted for mixed scope projects

Existing Space Scoring

Scoring Criteria	Point Range
Existing space significantly inadequate to meet state mandated instructional programs; severe overcrowding	25-40 points
Existing space not adequate to meet state mandated or proposed new or existing local programs; moderate overcrowding	11-24 points
Existing space not adequate to meet state mandated or proposed new or existing local programs; minor or no overcrowding	1-10 points
Existing inadequate space being addressed by major maintenance project	0-5 points

Question 8c Other Options

- Evaluative Scoring, 25 point maximum
- Different than alternative facilities
- Looking for cost analyses of options (LCCA)
- Options should be viable (realistic)
- Reference AS 14.11.013(b)(6)

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.

Other Project Options

Project Options

- Describe two or more options to this project that have been considered
 - If project proposes to add new or additional space, districts must consider service area boundary changes
 - Life cycle and cost/benefit analysis are important factors
 - Discuss project execution options (phasing, in-house vs. contracted construction)
 - Districts seeking major rehabilitations or renovations to multiple systems should provide an option considering a school construction replacement.

Project Options Pitfalls

- Answers are often too brief
- Example of a school replacement project:
 - Common (inadequate) responses to question
 - Do nothing
 - Continue repairing
 - There are no other options
 - Better/viable options might be:
 - Looked at double shifting, or schedule adjustments
 - Looked at providing temporary portables
 - Performed a LCCA and C/B analysis to determine most cost-effective solution

Other Options Scoring

Scoring Criteria	Point Range
Fully described options supported by life-cycle/cost benefits analyses; preferred option supported by explanation and documentation; at least 3 options, including proposed project	21-25 points
Fully described options without life-cycle/cost benefits analyses; preferred option supported by explanation and documentation; at least 3 options, including proposed project	11-20 points
A description of each option; no additional documentation or cost analysis; at least 2 options, including proposed project	1-10 points

Project Cost vs. Annual Cost Savings

- Evaluative scoring, 30 point maximum
- District provides information for evaluation
- Cost/benefit perspective is important
- Credit given for numerical analysis, not opinion
- Applies to all projects
- Consider operational cost impacts of the project

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.

Project Cost vs. Annual Cost Savings Scoring

Scoring Criteria	Point Range
Detailed projected operational cost savings; projected savings will result in a payback of 10 years or less	21-30 points
Detailed projected operational cost savings; projected savings will result in a payback of 10 – 20 years	11-20 points
Summary analysis of projected operational cost savings; savings will result in a payback exceeding 20 years	6-10 points
Stated opinion regarding estimated cost savings	1-5 points

Prior AS 14.11 Funding

- Formula-driven scoring, 30 points
- Points are awarded if a project includes previous grant funding under AS 14.11 and the project requires additional funds – phased or unable to award.
- DEED will confirm by referencing reported grant number and amount from Table 7.1, Column 1.
 - Phased funds = 30 points
 - Supplemental funds = 15 points
 - No prior funds = 0 points

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 #: _____

Question 8f Waiver of Participating Share

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.)

- Municipal districts only
- Very rarely granted
- Considerations:
 - District has 3 years before and after a grant to meet participating share
 - Districts may request consideration of in-kind contributions of labor, materials, or equipment.

Preventative Maintenance

Section 9

Tools: Preventive Maintenance

- Department publications and tools available:
 - *Alaska School Facilities Preventive Maintenance Handbook*
 - PM Compliance Self-Check Test
 - Renewal/Replacement Schedule (excel)
 - Re/Retro-Commissioning Assessment Tool (excel)
 - *Guidelines for Rater's of the CIP Application*
 - Spells out specifics on levels of program completeness/quality.



Question 9a Maintenance Management Narrative

- Evaluative scoring, 5 points
- Basic narrative elements:
 - structure and staffing
 - work order program and process
- Supporting documents:
 - 4 types of sample work orders
 - Component report for main school facilities

Question 9b- “Labor” Reports

- Formula-driven scoring, 15 points
- Item A: Districtwide report that shows total maintenance labor hours on work-orders by type of work vs. labor hours available for previous 12 months (5 pts)
- Item B: Districtwide report of scheduled and completed work-orders by month for previous 12 months (5 pts)
- Item C: Districtwide report of incomplete work-orders sorted by age and status for previous 12 months (5 pts)

Question 9c “Activities” Reports

- Formula-driven scoring, 10 points
- “Activities” Reports
 - Item A: Districtwide report comparing scheduled (preventive) maintenance work-order hours to unscheduled maintenance work-order hours by month for previous 12 months (5 pts)
 - Item B: Districtwide report of monthly trend data for unscheduled work-orders of hours and numbers of work-orders by month for the previous 12 months (5 pts)

Question 9d Average Expenditure for Maintenance

- Formula-Driven Scoring, 5 points
- Are there sufficient resources programmed to keep the district's facilities maintained?
National Council of School Facilities recommends 3% of building value, +1% for deferred
- Data from DEED databases
 - 5-year average maintenance expenditure (from district audits)
 - 5-year average replacement value (from project insurance)
 - Ratio of maintenance expenditures to replacement value multiplied by 1.25 = up to 5 points

Question 9e Energy Management Narrative

- Evaluative scoring, 5 points
- Basic narrative elements:
 - energy policy and program structure
 - energy consumption monitoring and benchmarking
 - adopted comfort and safety standards
- Supporting documents:
 - consumption records & main school EUIs
 - energy handbook, guide, or standard
 - history of implemented EEMs

Question 9f Energy usage reports

- Formula-driven scoring, 5 points
 - Item A: Provide site-specific reports that compares monthly consumption for energy and utilities for all main schools over the previous 5 years

Question 9f Custodial Narrative

- Evaluative scoring, 5 points
- Basic narrative elements:
 - custodial policy
 - program structure--staffing, roles, integration w/maintenance
- Supporting documents:
 - custodial handbook
 - site specific equipment and surface data tabulation
 - quality control checklists and site-specific results
 - report of program enhancements

Question 9g Maintenance Training Narrative

- Evaluative scoring, 5 points
- Basic narrative elements:
 - training policy, staffing, and roles/responsibilities
 - training needs, methods, and tracking
 - effectiveness assessments
- Supporting documents:
 - training plans—by individual
 - training log—3yrs, by individual
 - planned vs. completed training

Question 9h- Capital Planning Narrative

- Evaluative scoring, 5 points
- Basic narrative elements:
 - planning policy, procedure, structure, and staffing
 - forecasting process, scope
 - forecasting verification
- Supporting documents:
 - capital planning report and 6yr plan
 - main school FCIs
 - population projection by attendance area
 - effectiveness and trends report(s)

District Contact Information

Section 10

Updated District Contact Information

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.

<u>Name</u>	<u>Role</u>	<u>E-mail</u>
	Superintendent	
	Facilities	
	Finance	

Application Support Documents

For a complete understanding of the process:
Read through the instructions, appendices, and rater's
guidelines before filling out the application



Application Instructions

Additional information on completing each question of the application

7 Appendices:

Helpful definitions in appendix:

‘A’ (category of project),

‘C’ (project phases)

‘D’ (project budget categories), and

‘F’ (maintenance components)



Instructions for completing the Application for Funding for a Capital Improvement Project

FY2027

These instructions support DEED Form #05-25-035

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

PREPARING & SUBMITTING THIS APPLICATION

Answer all questions: Each question on the application form must be answered in order for the application to be considered complete. **Only complete applications will be accepted. Incomplete applications will be considered ineligible and returned unranked.** If a question is not applicable, please note as NA. The department has the authority to reject applications due to incomplete information or documentation provided by the district. The grant application deadline is September 1st.

Project name to be accurate and consistent: The project name on the first page of the application should be consistent with project titles approved by the district school board and submitted with the six-year Capital Improvement Plan (CIP). The project name should begin with the name of the school and type of school (ex: K-12 School, High School). Multi-school projects should list the schools that are part of the scope unless the work is districtwide at most or all school sites in the district.

Limited to ten applications: The department will only score up to ten individual 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.

The department may adjust parts of the application: Project scope and budget may be altered based on the department's review and evaluation of the application. The department will correct errors noted in the application and make necessary increases or decreases to the project budget. The department may decrease the project scope, but will not increase the project scope beyond that requested in the original application submitted by the September 1st deadline.

Authorizing signature: The application must be signed by the appropriate official with an original or certified electronic signature. Unsigned applications cannot be accepted for ranking.

Application packages should be submitted to:

Alaska Department of Education & Early Development

Division of Finance & Support Services, Facilities via the online portal.

To request access to the online portal, please complete the request form here:

<https://education.alaska.gov/cip-folder-request>

For further information contact:

eed.facilities@alaska.gov

Guidelines for Raters

Review matrices for specific scoring criteria

Use the Rater's Guidelines to 'pre-score' your application

Compare to initial list scores



Guidelines for Raters of the CIP Application

Introduction

The Department of Education & Early Development is prioritized list of projects to be used in preparing a six- governor and the legislature (AS 14.11.013(a)(3)). The are established in statute (AS 14.11.013(B)) and are developed by the Bond Reimbursement and Grant Revi imposed mandate (AS 14.11.014(b)(6)).

The guidelines provided here are to assure that raters at standards when awarding points for the evaluative scor

Basis for Rating Applications

The following positions will define the base philosophy

Since districts are required to submit a request for a cap the year preceding the fiscal year for which they are app feedback regarding scoring a project prior to this deadli

Applications will be ranked based on the information su applicants may use information submitted to the depart submission occurs on or before September 1 and is ider Each rater shall arrive at the initial ranking of each proj expected to go through each application question by qu attachments for content, completeness, and bearing on c scores from year-to-year shall be considered. It is expe different levels of completeness in descriptions and det development.

Projects are prioritized in two lists, the School Construc List, and reflect the two statutory funds established for definitions provided in statute and regulation, projects v School Construction projects and must fall in categorie: projects (categories C, D, and E) may not include addit projects in which the primary purpose is Protection of S an Operating Cost Savings, where the work includes res existing building systems or components, should be cor

Each rater should have an eligibility checklist available I, J, L, and N will be evaluated by each rater. Other eli support team members doing data input and capacity/al regarding project eligibility should be brought to the att becomes an issue in one person's mind.

Other options

(Application Question 8c; Points possible: 25)

- Consider how completely this topic is addressed. Does the discussion provide alternatives and details that support a strong vetting of the project options?
- Consider the range of options considered and the rigor of the comparison to each other. Does the comparison of options support the project chosen?
- Scoring should increase in accordance with the amount of detailed information; graduated into three levels of: 1) unsupported narrative, 2) well supported narrative, and 3) detailed cost analysis.
- Consider boundary changes where applicable.
- For installed mechanical equipment, was a re-conditioned or re-built option considered in lieu of new?
- For over-crowding, was double shifting or other alternatives considered?

Points will be assigned in increments using the following suggested guidelines:

Scoring Criteria	Point Range
Were the options considered viable alternatives? The options are fully described viable options that are supported by a life-cycle cost analysis and cost benefits analysis that compare the cost of the options; an explanation is provided for the rationale behind the selection of the preferred option. Documentation is submitted that supports the options, analysis, and conclusion. The options contain the proposed project and at least two other viable options.	21-25 points
The options are fully described viable options that include cost comparisons between options. An explanation is provided for the rationale behind the selection of the preferred option; however, no life cycle cost analysis is included. Documentation is submitted that supports the options, analysis, and conclusion. The options contain the proposed project and at least two other viable options.	11-20 points
A description is included for each option; however, the options are not supported with additional documentation or cost analysis. The options contain the proposed project and at least one other viable option.	1-10 points



Eligibility Checklist

Combination of district and project eligibility requirements

Ineligible projects do not meet at least one of the eligibility items

Alaska Department of Education & Early Development Capital Improvement Project Application Project Eligibility Checklist

Date: _____

District: _____

Project: _____

Is the project eligible based on below checklist? Yes ☐ No ☐

The following items are requirements for projects to be eligible for grants or bond reimbursement as required by statute or regulations. Please check YES or NO if project application is in compliance or not.

Primary Item	Application Question(s)	Eligibility Item Description	Yes	No
A	All	The application is complete and all questions are fully answered – AS 14.11.013(c)(3)(A)		
B	2a	The district's CIP-6 year plan has been submitted – AS 14.11.011(b)(1) Project is identified in the current CIP year of the plan.		
C	2b	The district has an auditable fixed asset inventory system – AS 14.11.011(b)(1)		
D	2c	Evidence of replacement cost property insurance – AS 14.11.011(b)(2)		
E	8f	If the district has requested a waiver of participating share, is the request attached? (If not applicable, leave blank) – AS 14.11.008(d)		
F	2d & 3d	Evidence that project should be a capital improvement project and not preventive maintenance or custodial care – AS 14.11.011(b)(3)		
G	3d	Evidence that project meets the criteria of one of the A-F categories – AS 14.11.013 (a)(1)		
H	3d, 4a, & Sec. 7	A detailed scope of work, project budget, and documentation of need – AS 14.11.011 (b)(1)		
I	3d, Sec. 7, & 8c	The scope of work should include all information requested in the application instructions and should include life cycle cost analysis, cost benefit analysis or any other quantifiable analysis, as needed, which demonstrates that the project is in the best interest of the district AND the state – AS 14.11.013(c)(3)(C)		
J	5a, 5b, 5c, 5d, 5e, 5f, & 5g	For projects requesting additional space, evidence of space eligibility based on supported 2-year and 5-year-post-occupancy student population projection data – 4 AAC 31.021(c)(1)&(c)(3)		
K	3d, 4a, 5h, 8b, & 8c	Evidence that the existing facility can not adequately serve or that alternative projects are in the best interest of the state – AS 14.11.013(c)(3)(B)		
L	5h & 8c	Evidence that the situation can not be relieved by adjusting service area boundaries and transportation – 4 AAC 31.021(c)(2) & AS 14.11.013(b)(6)		
M	2e & Sec. 9	DEED certification that the school district has a facility management program that complies with 4 AAC 31.013 and a description of the district's preventive maintenance program – AS 14.11.011(b)(1)		
N	All	Adequate documentation supporting the project request – AS 14.11.013(c)(3)(A) and 4 AAC 31.022(d)(1)		

Scoring Forms

Provides summary of scoring criteria

Evaluative Rating Form used by rating team for scoring

Formula-Driven Rating Form summarizes and provides formulas for calculated scores

Alaska Department of Education & Early Development Capital Improvement Project Application Formula-Driven Rating Form

Adopted by the Bond Reimbursement and Grant Review Committee

District: _____ Project Title: _____
Fund: _____ CIP ID Number: _____ Category: _____
Rater: _____ Ineligible: _____
Date: _____

Formula Driven Scoring Criteria	School Construction A, B, F	Major Maintenance C, D, E
1. Preventive maintenance program (Questions 9b - 9d, 9f)		
A. Detailed summary reports of maintenance labor parameters (9b) 15 points	<u>/15</u>	<u>/15</u>
B. Detailed summary reports of PM/corrective maintenance parameters (9c) 10 points	<u>/10</u>	<u>/10</u>
C. The 5-year average expenditure for maintenance divided by the 5-year average insured replacement value, district wide. (9d) 5 points	<u>/5</u>	<u>/5</u>
If % < 4, then (% x 1.25); If % > 4, then 5		
D. Energy consumption reports (9f) 5 points	<u>/5</u>	<u>/5</u>
2. District ranking (Question 3a)	<u>/30</u>	<u>/30</u>
Only eligible project requests are used to calculate ranking points Project #1 request = 30 points, #2 = 27 points, #3 = 24 points, Each additional project 3 points less		
3. Weighted average age of facility (Question 3b)	<u>/15</u>	<u>/15</u>
A. 0-10 years = 0 points		
B. > 10 ≤ 20 years = .2 / year in excess of 10 years		
C. > 20 ≤ 30 years = 2 + .5 per year in excess of 20 years		
D. > 30 ≤ 40 years = 7 + 0.8 per year in excess of 30 years		
E. > 40 years = 15 points		
4. Condition/Component Survey (Question 6a)	<u>/10</u>	<u>/10</u>
Condition survey = 0, 3, 5, 8, or 10 points		
5. Use of Prior Design Plans or Buildings System Design (Questions 6b-6c)		
A. Prior Design Plan (school construction only) (6b) = 0, 2, 4, 6, 8, or 10 points OR	<u>/10</u>	<u>/10</u>
B. District standard = Two points each system: Building Envelope, Plumbing, HVAC, Lighting, Power		
6. Planning & design phase has been completed (Question 6d-6g and Appendix B)	<u>/25</u>	<u>/25</u>
A. All required elements of planning = 10 points		
B. All elements planning + required elements of schematic design = 20 points		
C. All elements of planning and schematics + required elements of design development = 25 points		
7. Prior AS 14.11 funding for this project (Questions 8e & 7a)	<u>/30</u>	<u>/30</u>
Phased funding = 30 points, Supplemental funding = 15 points, No previous funding = 0 points		
8. Unhoused students today (Questions 5a-5g)	<u>/50</u>	<u>N/A</u>
A. 100 % of capacity = 0 points		
B. > 100% of capacity = One point for each 3% of excess capacity		
C. 250 % of capacity = 50 points		
9. Unhoused students in seven years (5 year Post-occupancy) (Questions 5a-5g)	<u>/30</u>	<u>N/A</u>
Unhoused due to loss of eligible square footage based on external environmental factors is scored at half of the points identified.		
A. 100 % of capacity = 0 points		
B. > 100% of capacity = One point for each 5% of excess capacity		
C. 250 % of capacity = 30 points		
10. Type of space added or improved (Question 3j)	<u>/30</u>	<u>N/A</u>
A. Instructional or resource 30 points		
B. Support teaching 25 points		
C. Food service, recreational, and general support 15 points		
D. Supplemental 10 points		
Formula-Driven Total Points	<u>/265</u>	<u>/155</u>

Alaska Department of Education & Early Development Capital Improvement Project Application Evaluative Rating Form

Adopted by the Bond Reimbursement and Grant Review Committee

Project Title: _____
CIP ID Number: _____ Category: _____
Ineligible: _____

will be weighted to apply to each specific category of a mixed-scope project.

Scoring Criteria	School Construction A, B, F	Major Maintenance C, D, E
Preventive maintenance program (Question 9)		
9a)	<u>/5</u>	<u>/5</u>
	<u>/5</u>	<u>/5</u>
	<u>/5</u>	<u>/5</u>
	<u>/5</u>	<u>/5</u>
	<u>/5</u>	<u>/5</u>
Conditions (Question 4a)	<u>/50</u>	<u>/50</u>
Cost or cost estimate (Questions 7a-7c)	<u>/30</u>	<u>/30</u>
Did discussion support emergency status? <input type="checkbox"/>	<u>/50</u>	<u>/50</u>
Currently serves existing or proposed elementary	<u>/40</u>	<u>/5+</u>
Range of options for the project (Question 8c)	<u>/25</u>	<u>/25</u>
Annual operational cost savings	<u>/30</u>	<u>/30</u>
Alternative facilities to meet the needs of the	<u>/5</u>	<u>N/A</u>
Evaluative Total Points	<u>/255</u>	<u>/215</u>

***New* Department Authorized Portal**

The department maintains a Google account and has provide a folder for districts to upload CIP Documents.

District Upload Folder

Type	People	Modified	Source
Name	↑	Last modified	File size
01 - Six-year Capital Improvement Plan (CIP)	Apr 22, 2025 Michael Butiko...	—	
02 - Preventative Maintenance Files	Apr 22, 2025 Michael Butiko...	—	
03 - Application 01	Apr 24, 2025 Michael Butik...	—	
03 - Application 02	7:31 AM me	—	
03 - Application 03	7:31 AM me	—	
03 - Application 04	7:37 AM me	—	
03 - Application 05	7:38 AM me	—	
03 - Application 06	7:38 AM me	—	
03 - Application 07	7:38 AM me	—	
03 - Application 08	7:38 AM me	—	
03 - Application 09	7:38 AM me	—	
03 - Application 10	7:38 AM me	—	
Reuse of Scores Letters	Apr 23, 2025 Michael Butiko...	—	


How To Request Access?

<https://education.alaska.gov/cip-folder-request>

- A short form to gather district contact information
- A member of DEED staff will provide you access to your folder within one business day



The screenshot shows a web form titled "Upload Folder Request for the FY2027 Capital Improvement Project Application" from the Alaska Department of Education & Early Development. The form includes a header with the department's logo, a title, and a brief description of the form's purpose. It also contains a note about the form not being the CIP application itself and an accessibility notice. The form has two visible input sections: "District Contact - Full Name" and "District Contact - Position Title", both marked with an asterisk to indicate they are required questions. Each section includes a placeholder text and a "Your answer" input field.



Upload Folder Request for the FY2027 Capital Improvement Project Application

This form is used to request an upload folder for your CIP application and materials. The folder created will be housed in EED's Google Drive under the domain name aklearns.org and will be shared directly with the emails you list below.

Note: This is NOT the CIP application itself.

Accessibility Notice: We are committed to ensuring that this application and associated materials are accessible to everyone. If you are experiencing difficulty accessing any content on this site for any reason, please contact us at: eed.facilities@alaska.gov or call Alex Watts at (907) 269-3584.

* Indicates required question

District Contact - Full Name *

Please enter the full name of the contact for the district's CIP application.

Your answer

District Contact - Position Title *

Please enter the position of the contact for the district's CIP application.

Structure of District Upload Folder

A six-year plan folder.

Preventative maintenance folder with subfolders

Ten application folders with subfolders

Reuse of scores letters

Type	People	Modified	Source
Name	↑	Last modified	File size
01 - Six-year Capital Improvement Plan (CIP)		Apr 22, 2025 Michael Butiko...	—
02 - Preventative Maintenance Files		Apr 22, 2025 Michael Butiko...	—
03 - Application 01		Apr 24, 2025 Michael Butik...	—
03 - Application 02		7:31 AM me	—
03 - Application 03		7:31 AM me	—
03 - Application 04		7:37 AM me	—
03 - Application 05		7:38 AM me	—
03 - Application 06		7:38 AM me	—
03 - Application 07		7:38 AM me	—
03 - Application 08		7:38 AM me	—
03 - Application 09		7:38 AM me	—
03 - Application 10		7:38 AM me	—
Reuse of Scores Letters		Apr 23, 2025 Michael Butiko...	—

Preventative Maintenance Folder

Subfolders for narratives and attachments

Type ▾

People ▾

Modified ▾

Source ▾

Name ↑	Last modified ▾	File size	⋮
 9a-9d - Maintenance Management	8:25 AM me	—	⋮
 9e-9f - Energy Management	8:25 AM me	—	⋮
 9g - Custodial	8:25 AM me	—	⋮
 9h - Maintenance Training	8:25 AM me	—	⋮
 9i - Capital Planning	8:25 AM me	—	⋮

Application Folders

Upload each application file directly into its respective folder

The application folders contain subfolders for any attachments that may be needed

Not all attachments will be needed for every project. Refer to the questions in the application to determine if an attachment is necessary

Type	People	Modified	Source
Name	↑	Last modified	File size
3c - Transition Plan	8:25 AM me	—	⋮
3f - Alternative Project Delivery	8:25 AM me	—	⋮
3g - Compliance with Bid and Construction Contract Requirements (4 AAC 31.080) (For fully or part...	8:25 AM me	—	⋮
3h - Site Files	8:25 AM me	—	⋮
4a - Condition Support Documents (e.g., maintenance work orders, warranties, etc.)	8:25 AM me	—	⋮
4a, 8a - Appropriate Compliance Reports (i.e., Fire Marshal, AHERA, ADA, etc.)	8:25 AM me	—	⋮
5e - Capacity Calculations of Affected Schools in the Attendance Area (Category A, B, or F)	8:25 AM me	—	⋮
5e - Enrollment Projections and Calculations (Category A, B, or F)	8:25 AM me	—	⋮
5i, 6d - Educational Specifications (Category A, B, or F)	8:25 AM me	—	⋮
6a - Facility Condition Survey	8:25 AM me	—	⋮
6c - Building System Design Standards	8:25 AM me	—	⋮
6d - Concept Design Documentation	8:25 AM me	—	⋮

District Upload Folder

- Feel free to share additional access with your team as needed
- All forms must be submitted in PDF (portable document format)
- The department will make all accounts “view only” on September 1 at 4:30PM
- As a reminder, it is the district’s responsibility to ensure all required documents are submitted
- Department staff will not be able to confirm whether your submission is complete or correct

Final Reminders



Scoring Issues: Formula-Driven

- Primary purpose (question 1b) should be the same on the application and the six-year plan
- Rank of project (question 3a) should be the same on the application and the six-year plan
- Facility information should correspond to info in DEED's facility database (i.e. facility #, GSF, year built)

Scoring Issues: Evaluative

- Update preventive maintenance narratives; dated information doesn't provide confidence that program is effective.
- Discuss data in maintenance reports—what do the numbers say about the district's maintenance management program? Explain the numbers (e.g. why are there so many unreported maintenance hours?)
- Facts and figures score better than unsupported narrative.

Application Issues

Instructions, Appendices, & Rater's Guide:

- **Read through the instructions, appendices, and rater's guide before filling out the application**
- Important for a complete understanding of the process
- Provide both instruction and direction
- Definitions in the Appendices 'A' (category of project), 'C' (project budget categories), and 'E' (maintenance components) are good resources

Application Reminders

- Indicate when projects are complete and being submitted for reimbursement.
- Project description – provide a full explanation of the project (work requested in the application).
- Scope of work – describe the work to be completed.
- Be consistent – make sure all of the pieces of the application address the same scope of work.
- Use of photographs and drawings and quantitative measurements are very beneficial.
- Provide work orders justifying the project.

Application Suggestion

- Before submitting, have someone who is not familiar with the project read your application:
 - Does the project description make sense? Is the application reasonable and complete?
 - Are all of the items required for eligibility included?
 - Are the applications and attachments uploaded to the correct folder?
 - Is it signed by the Superintendent or Chief School Administrator?

Review of Final Lists

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

Facilities Staff – Here to Help

- Michael Butikofer, Facilities Manager, 907-465-6906
- Alex Watts, Facilities Review Assistant, 907-269-3584
- Don Wheeler, Building Maintenance Spec. (PM), 907-465-6928
- Alex Bearden, School Finance Spec. (grant, land), 907-465-2261
- Sharol Roys, School Finance Spec. (projects, debt), 907-465-6470

Education.Alaska.Gov/Facilities
eed.facilities@alaska.gov

Stay Connected



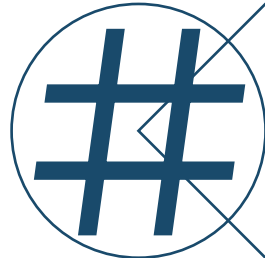
Website

- education.alaska.gov



Phone

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



Social Media

- @AlaskaDEED