

DEED CAPITAL IMPROVEMENT PROJECT (CIP) CYCLE ~ 2025 Workshop ~

Alaska Department of Education and Early Development

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April 29, 2025



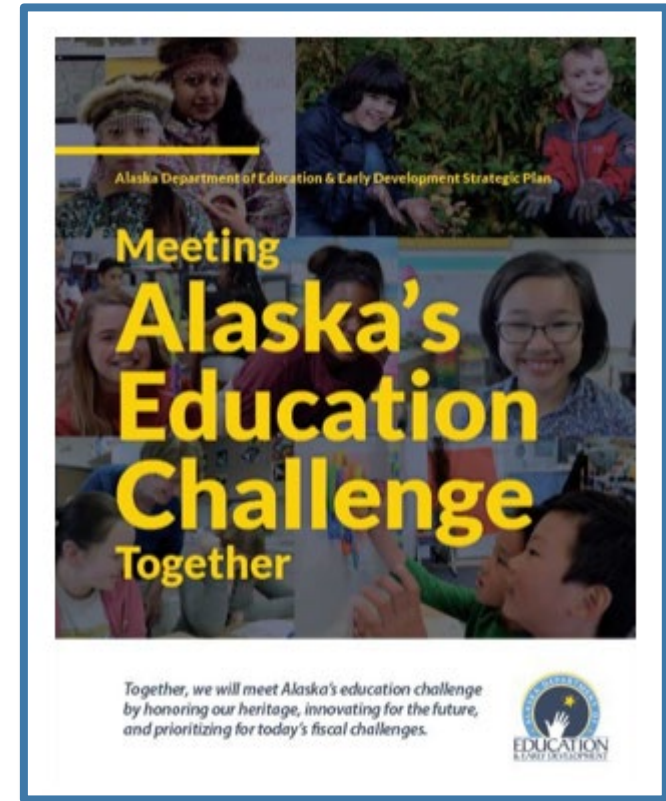
Mission, Vision, and Purpose

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

Agenda



CIP Cycle



CIP Application



Funded Projects



Final Thoughts

Introductions

DEED Staff

Attendees & Participants

Questions?

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

Abbreviations and Acronyms

BRGR – Bond Reimbursement and Grant Review Committee

CIP – Capital Improvement Project

CM – Construction Management

Cx – Commissioning

FAIS – Fixed Asset Inventory System

FY – Fiscal Year (Budget Year)

PM – Preventive Maintenance

SBOE – State Board of Education and Early Development

WO – Work Orders

Why have a CIP process?



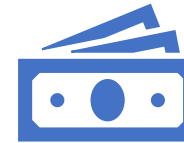
Required by statute



Establishes a statewide spectrum of need



Prioritizes statewide needs



Provides a vehicle to seek funding

Types of State-Aid For CIP Projects

School Construction Grant Fund

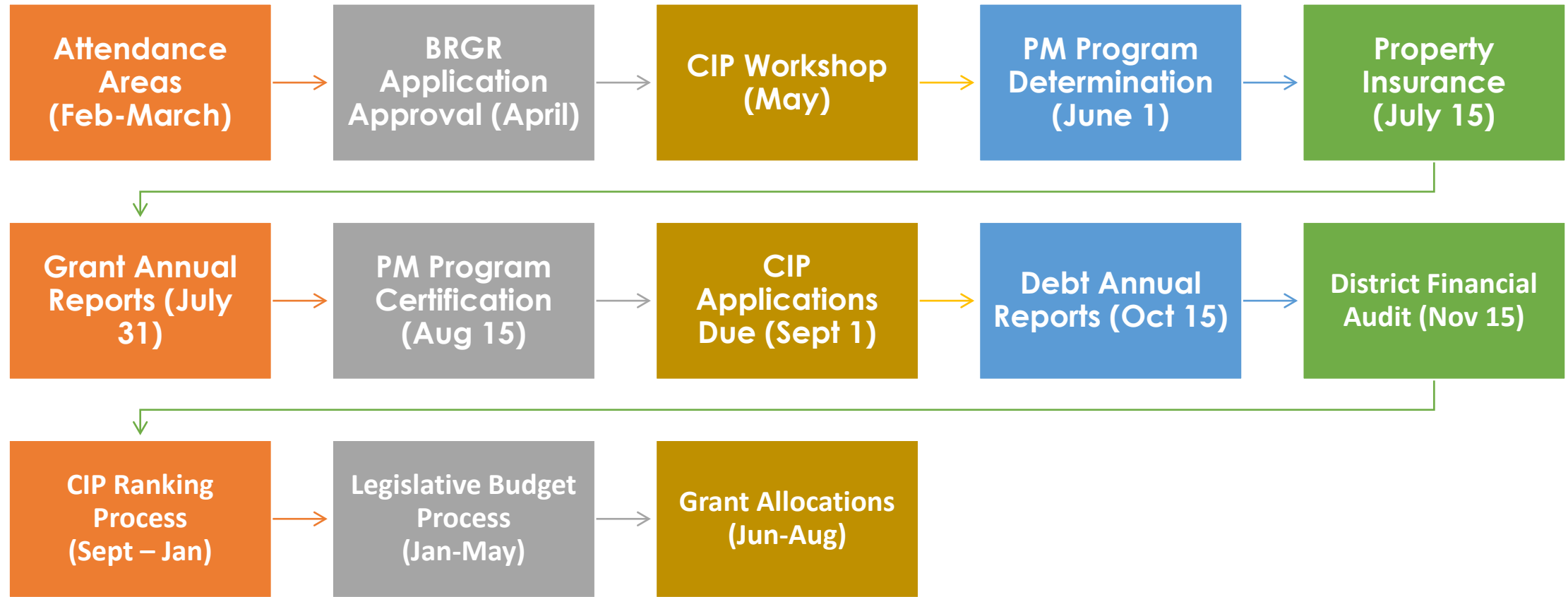
Major Maintenance Grant Fund

Regional Educational Attendance Area Fund

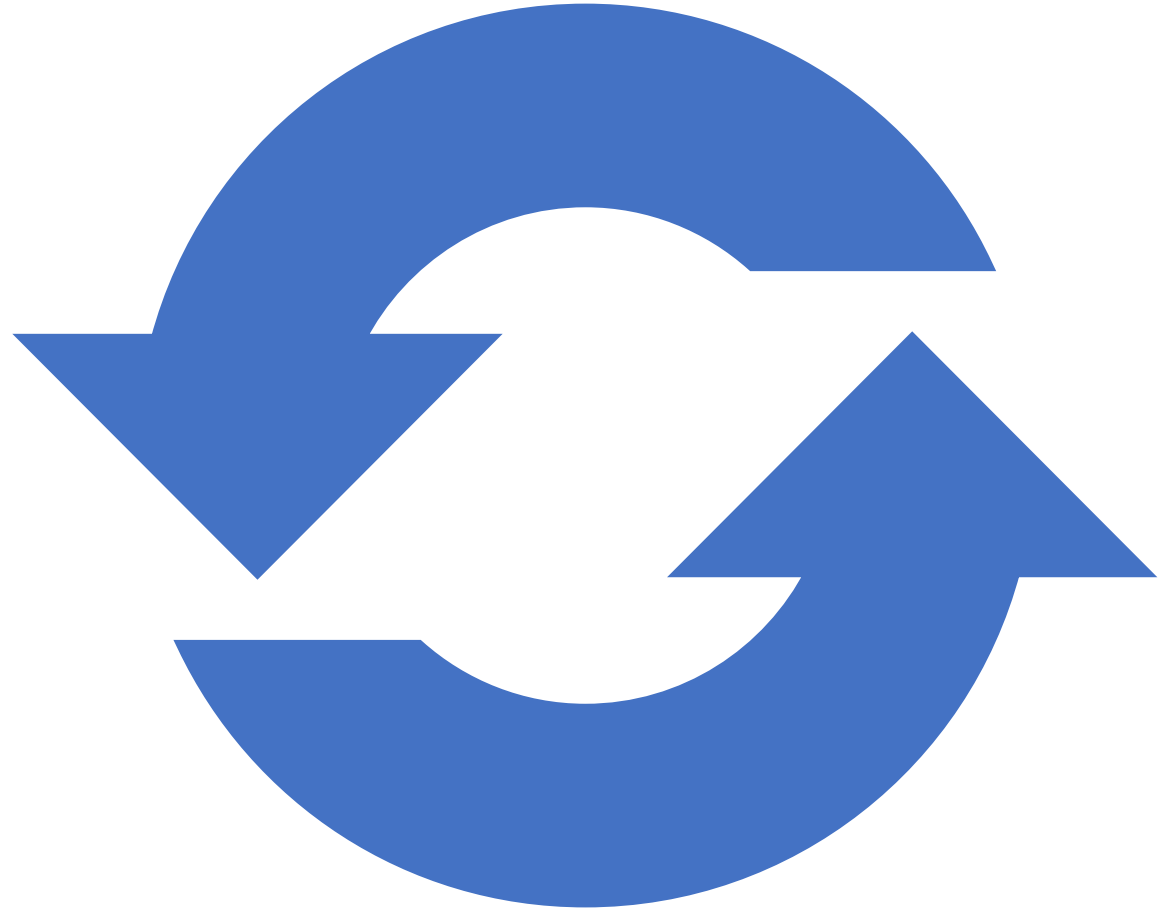
Debt Reimbursement

Federal Funds Administered by the State

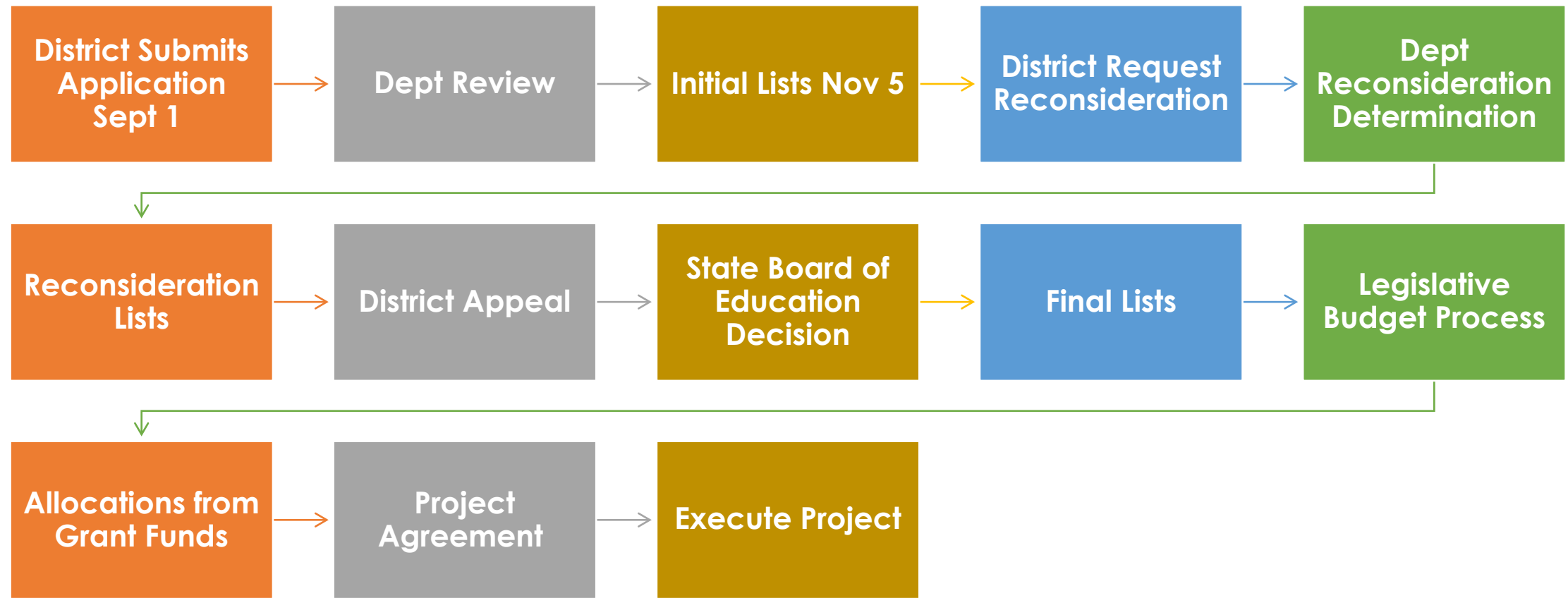
Year-Round Process



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

Review of Final Lists

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

Reconsideration Requests

- Notice of reconsideration public hearing provided with priority lists
- District written requests required before end of reconsideration hearing
 - Budget/Scope
 - Ranking/Score
 - Ask for specific action
- Reconsideration hearing held no later than December 1
- DEED determination due within 15 days of public reconsideration hearing
- District can appeal – chief administrative law judge appoints an administrative law judge to serve as hearing officer > admin hearing officer determination > SBOE approval/denial > litigation in superior court

CIP Application

CIP Program Overview

Grant

- All Districts
- Annual Ranking
- District application
- Legislative Capital Budget Appropriation (MM & SC)
- Legislative Operating Budget Appropriation (REAA)

Debt Reimbursement

- Municipal districts with bonding capability
- Current moratorium to new funding extended
- Open to new funding July 1, 2025 (?) with 50% and 40% reimbursement levels
- Legislative Operating Budget Appropriation

Project Eligibility Requirements

**Must be a
capital
project**

Not
maintenance

Meet minimum
value threshold
for total project

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

**Must be
education-
related**

Supports an
education
program

Work occurs on
an eligible
facility

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

Types of CIP Applications

Grant

- Annual submission deadline
- Application or Re-use
- Panel of department reviewers scores each application
- Priority lists are produced

Debt Reimbursement

- 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 submitted by September 1
 - All project information and attachments, district data
 - **New: Electronic submissions only via the authorized online portal.**
- Application Re-use
- 3 Types of Information
 - District eligibility information
 - PM data
 - Project information
- Forms, Instructions, and supplemental information available
- More thorough project evaluation by district allows better ranking



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

FY2027

PREPARING & SUBMITTING THIS APPLICATION

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

When answering application questions, provide verifiable supporting documentation. Answers that cannot be verified will be considered unsubstantiated and may result in the department finding the application ineligible due to incompleteness.

The department will only score ten project applications from each district during a single rating period. In addition, a district can submit a letter to request reuse of an application's score for one year after the application was filed; or, if the project was substantially complete at the time of the application, the district can request reuse of the application's score for up to five years after the application was filed.

For instructions on completing this application, please refer to the department's [Capital Improvement Project Application and Support webpage](https://education.alaska.gov/facilities/facilitiescip/) (education.alaska.gov/facilities/facilitiescip/).

PROJECT INFORMATION

School District: _____

Community: _____

School Name: _____

Project Name: _____

CERTIFICATION

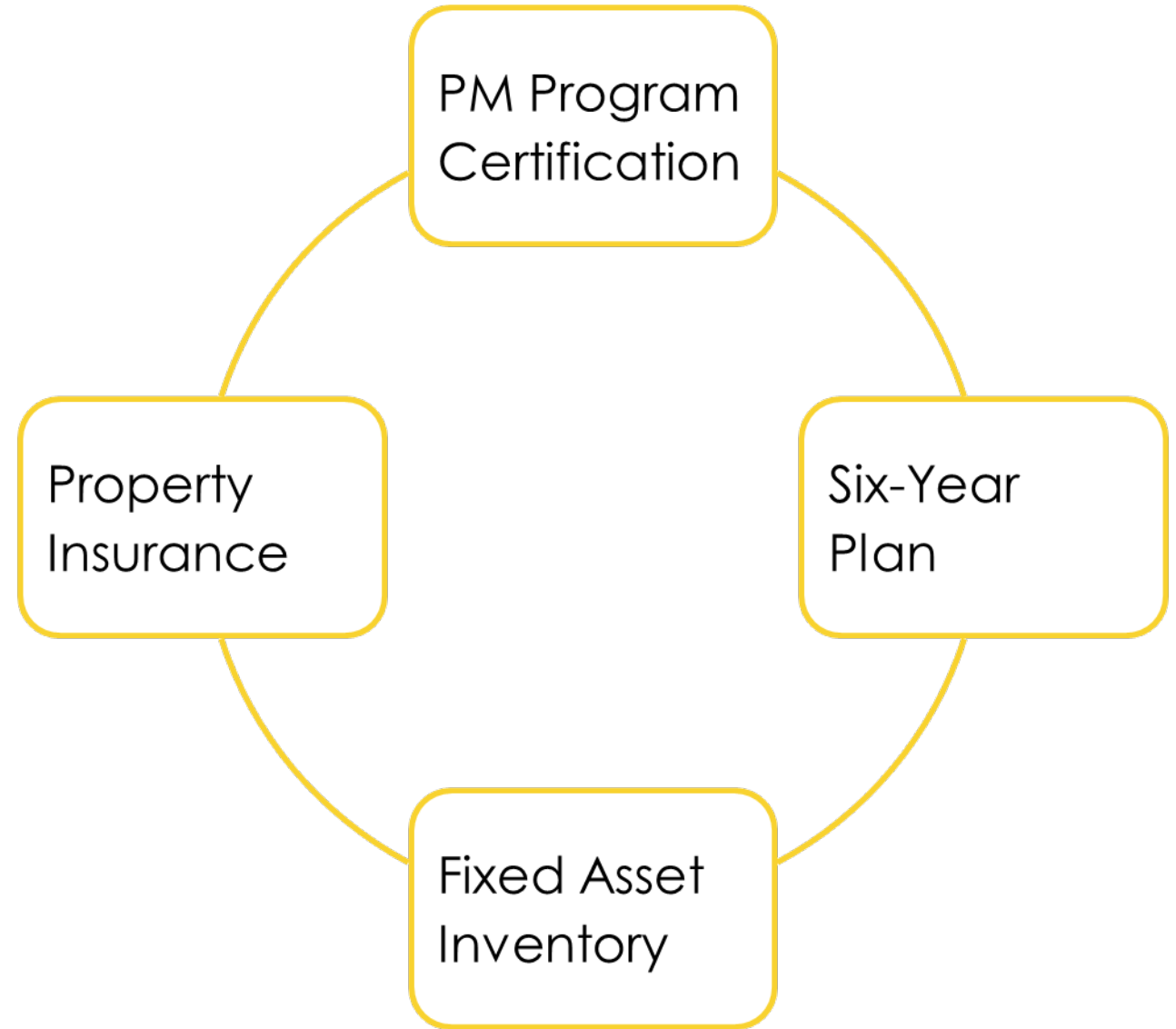
I hereby certify that this information is true and correct to the best of my knowledge, and that the application has been prepared under the direction of the district school board and is submitted in accordance with law.

Superintendent or Chief School Administrator

Date

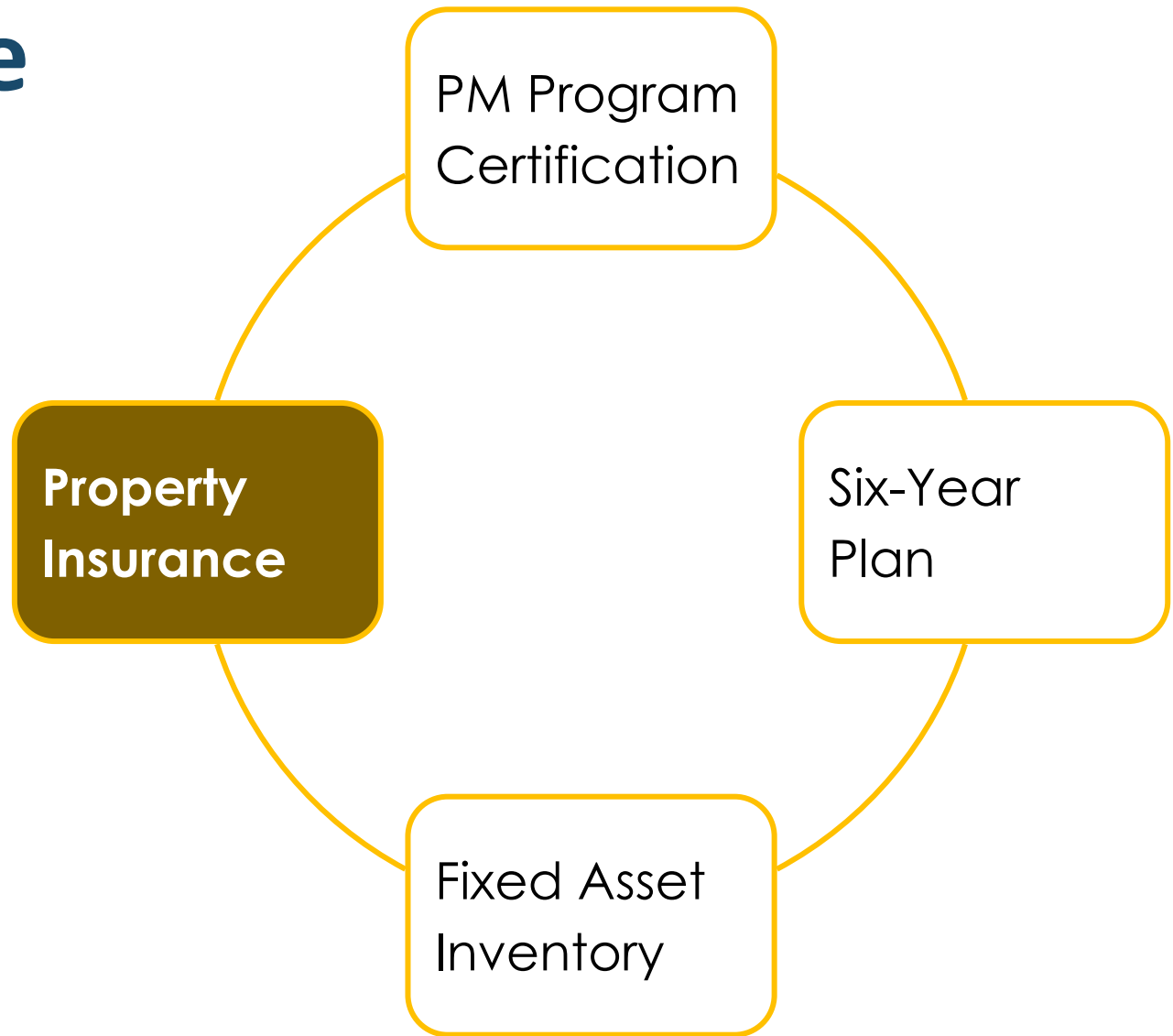
District Eligibility

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



Property Insurance

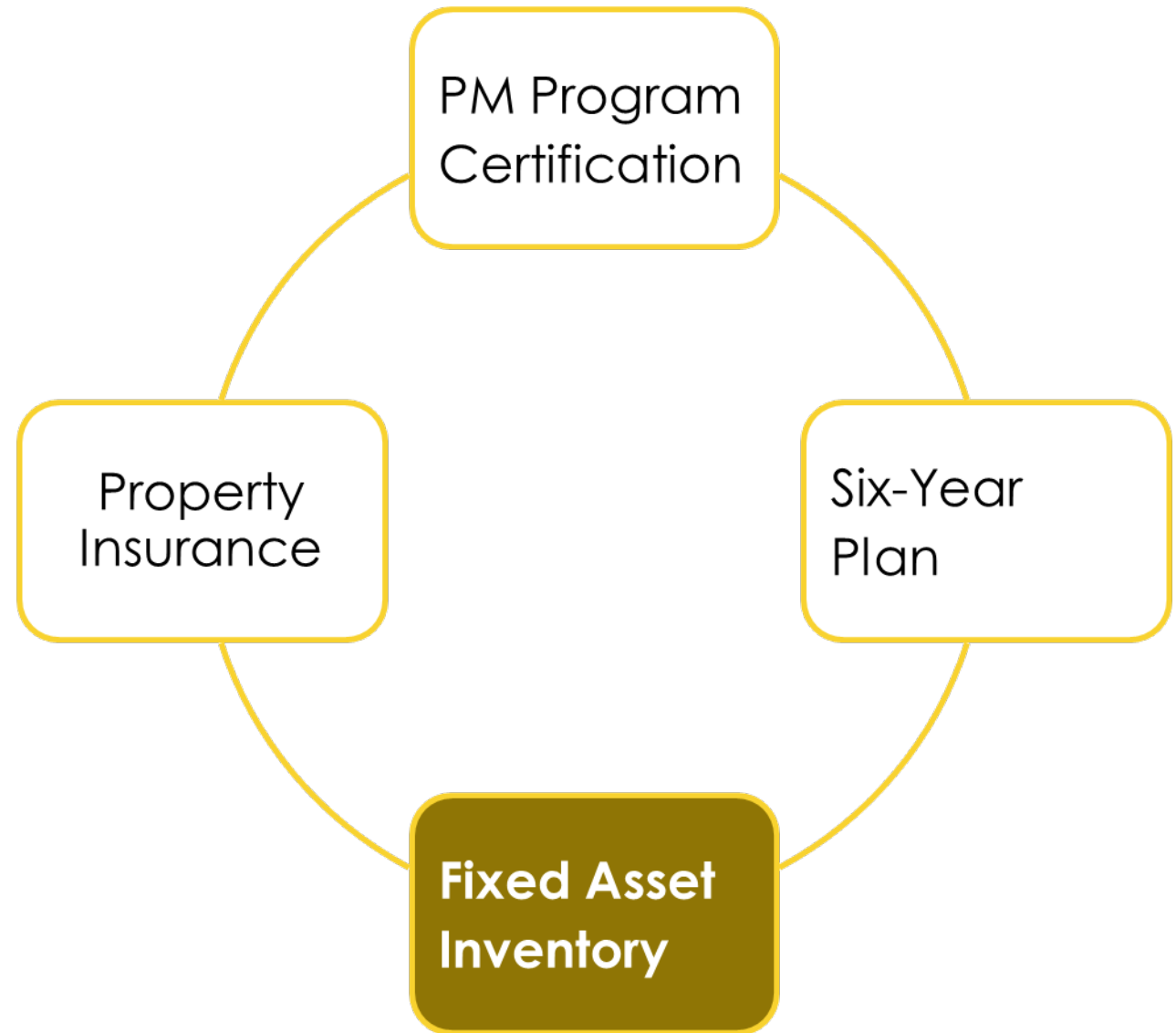
Proof of insurance due
annually July 15
Tracks eligible facilities



FAIS

Tracks district assets:
vehicles, equipment, and
buildings

Equipment purchased with CIP
funds added to FAIS



Six-Year Plan

Outlines district capital project priorities

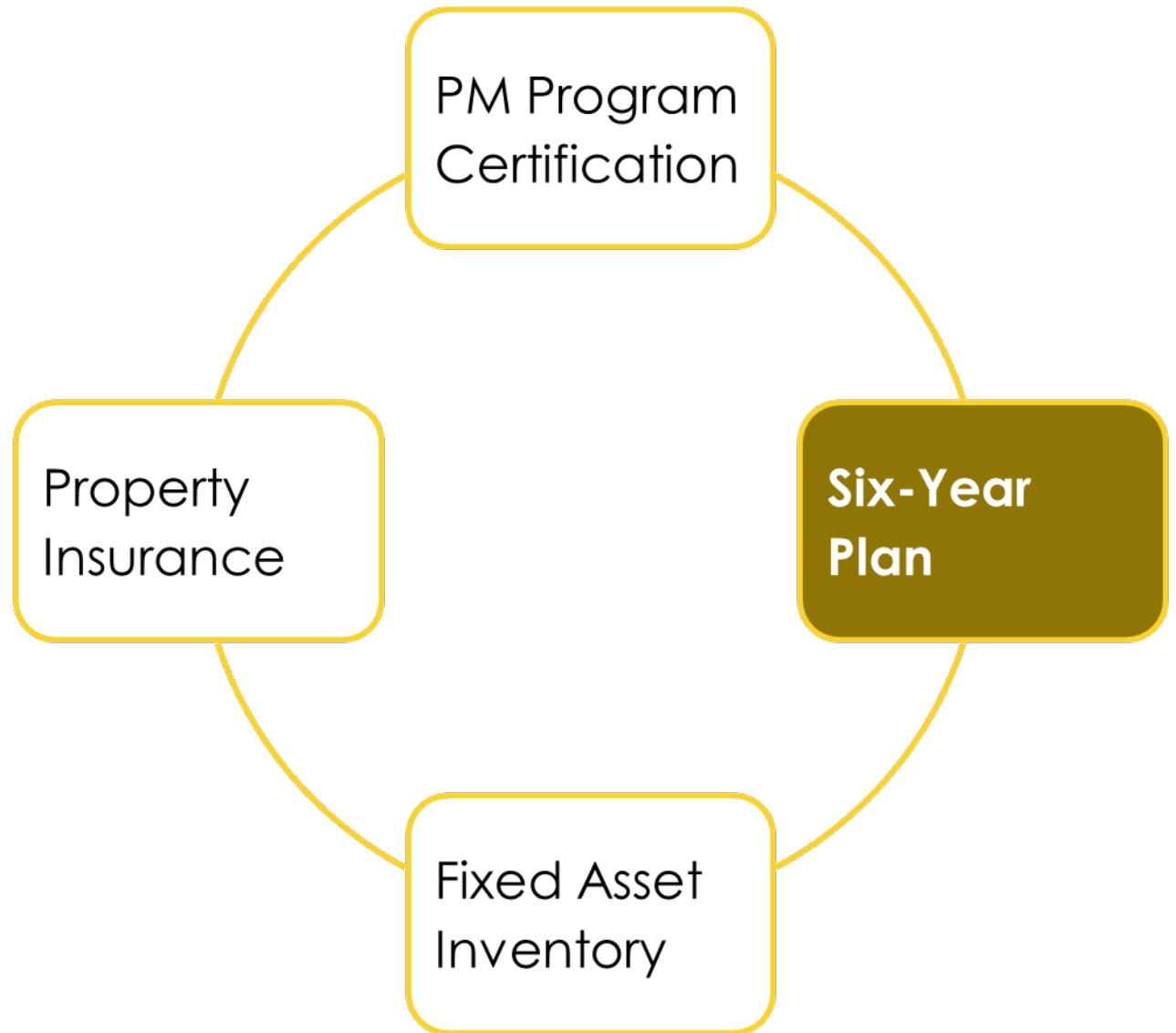
- Project description

- Cost estimate

School Board approved

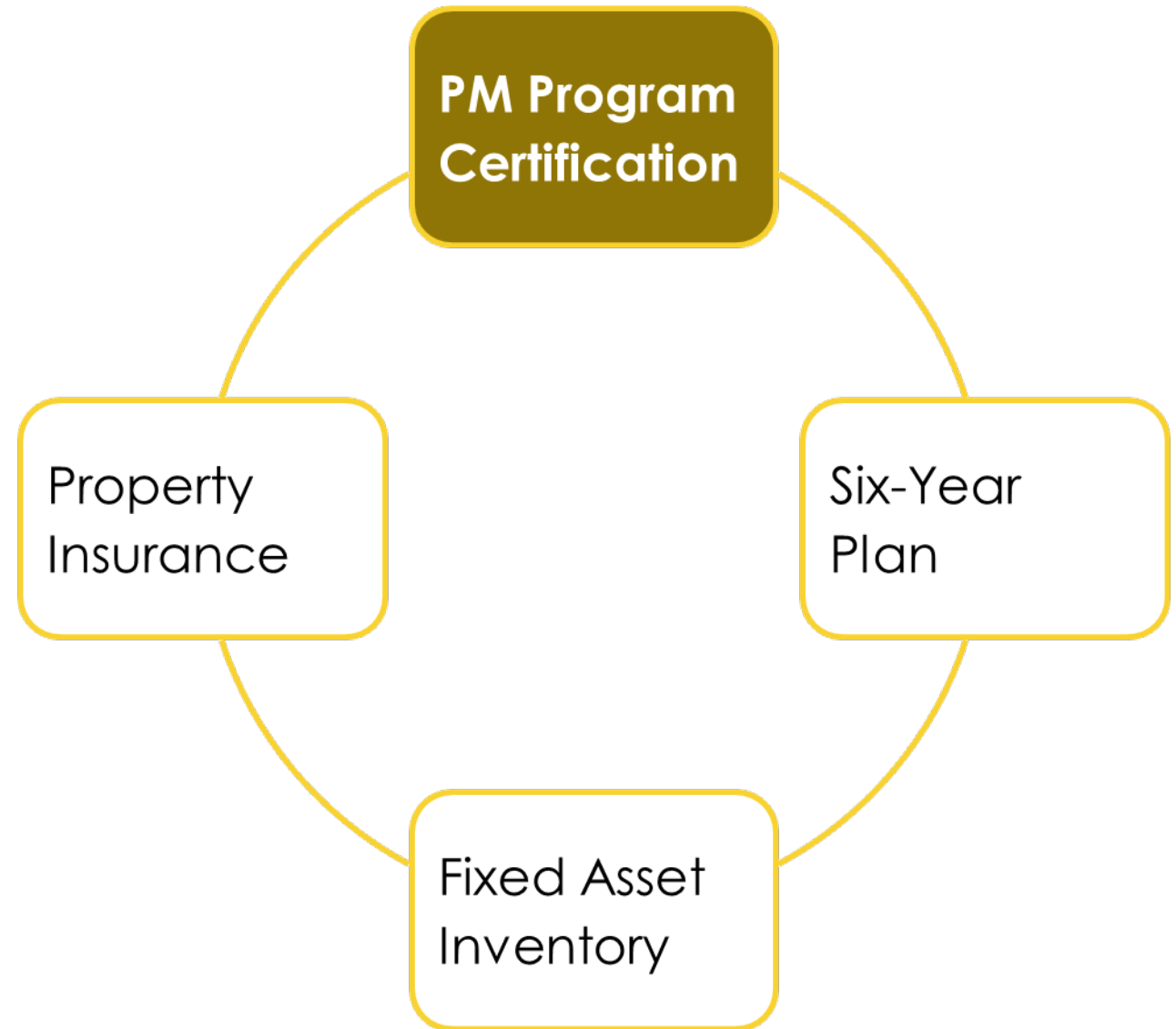
Form on DEED website

Building System Standards

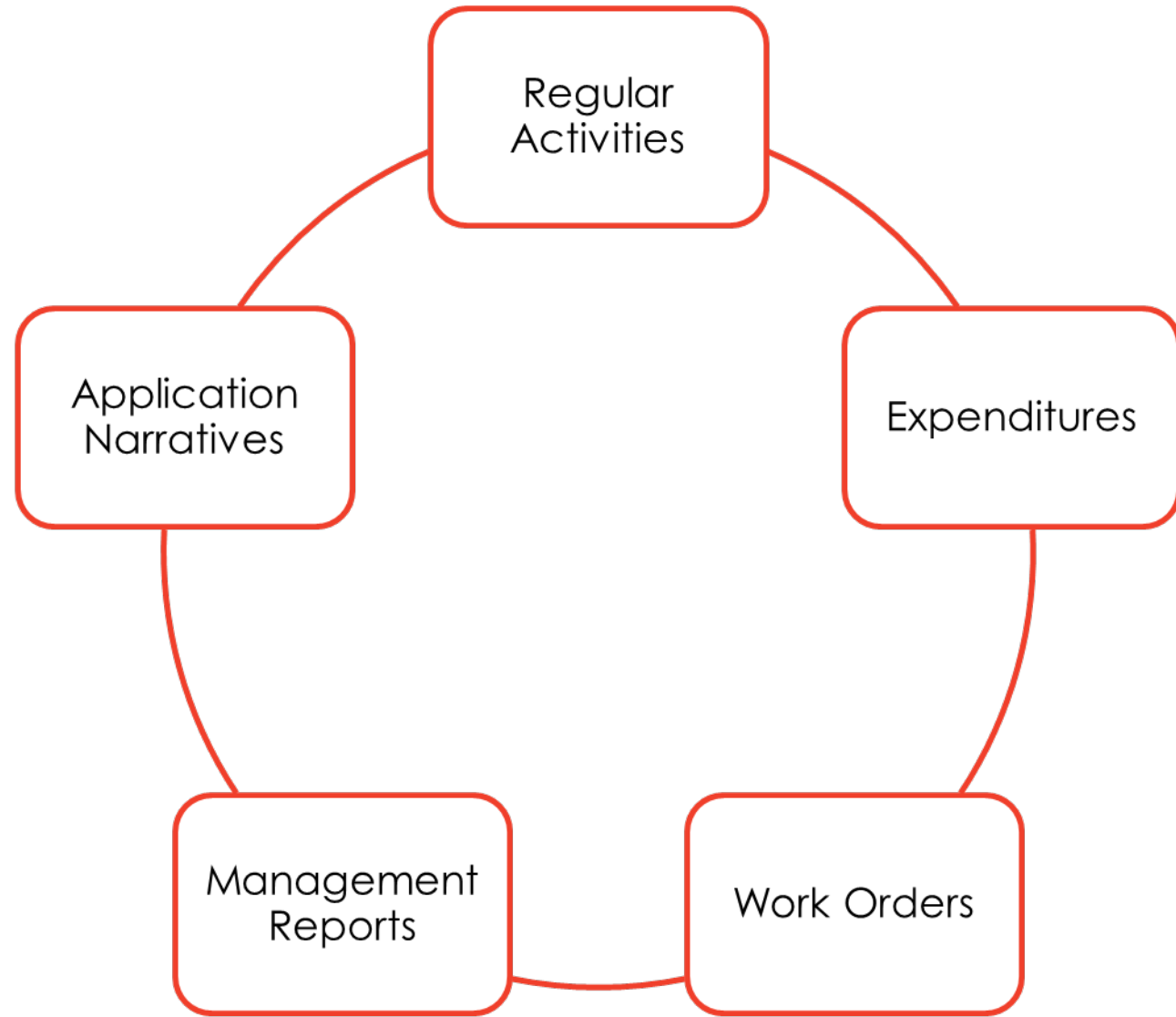


PM Program Certification

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



PM Data



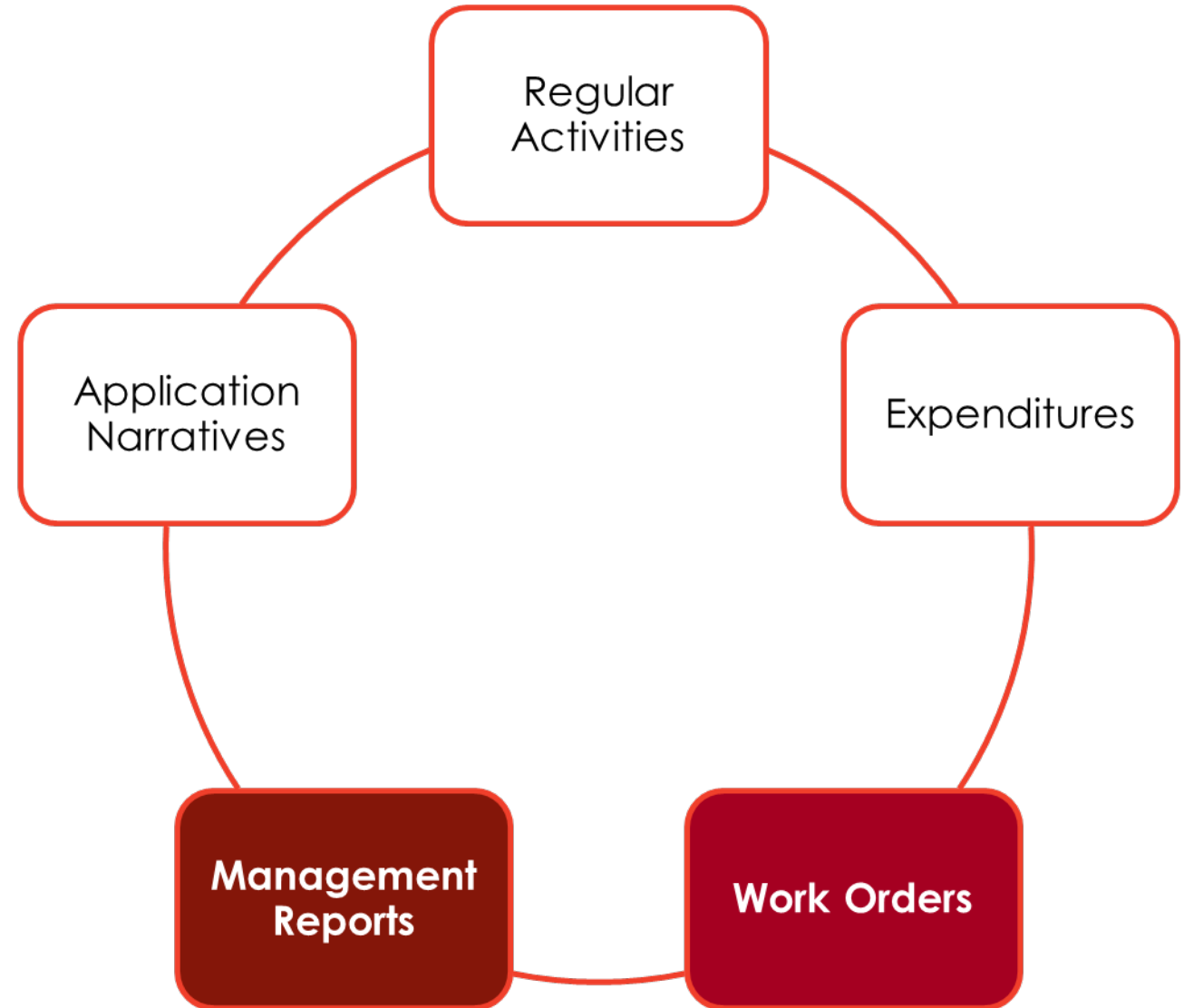
Routine PM

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



Management Reports

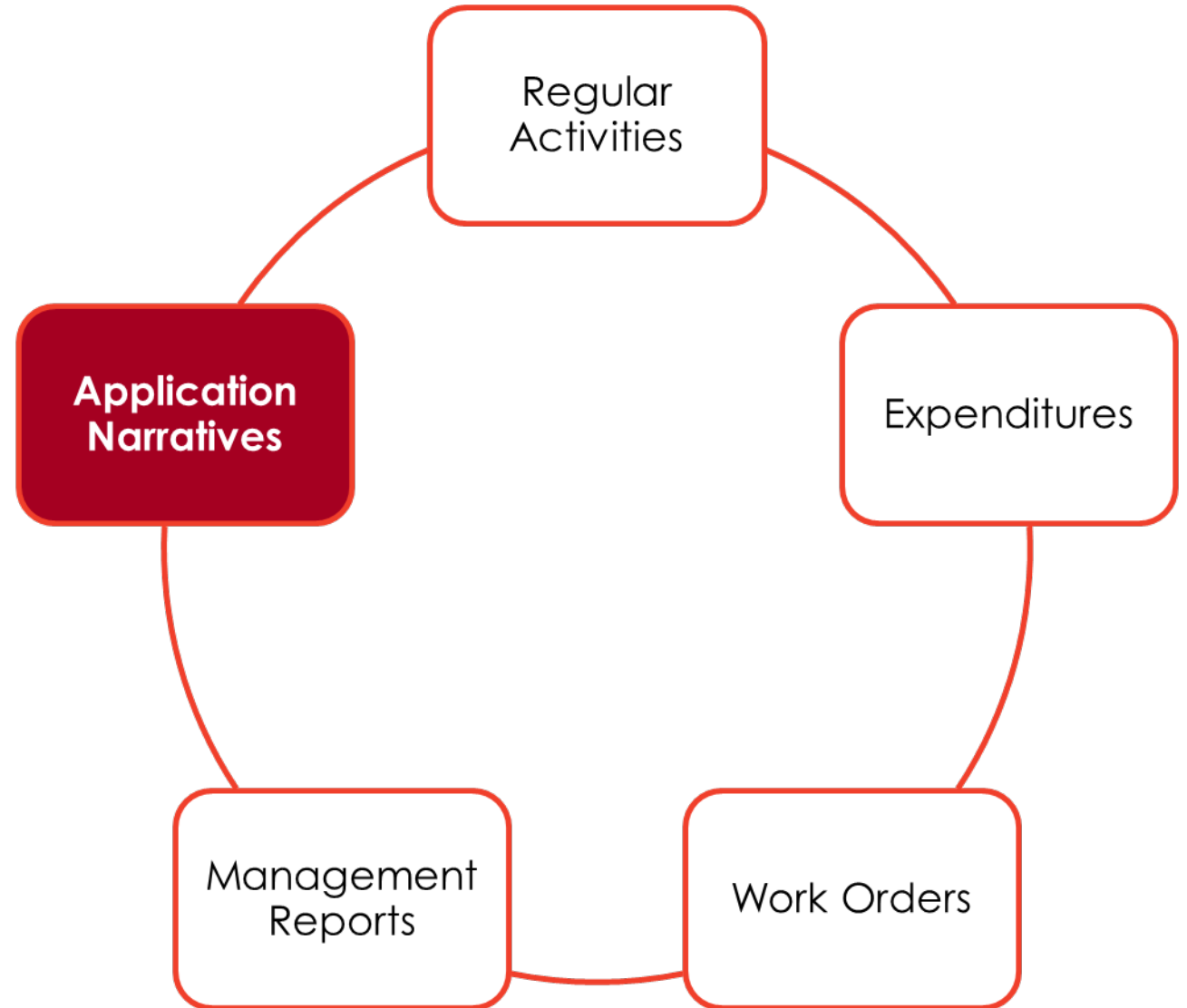
District tracking of
System Functions
Historical Costs
Energy
System Costs
Capital Planning
Application submittal



Application Narratives

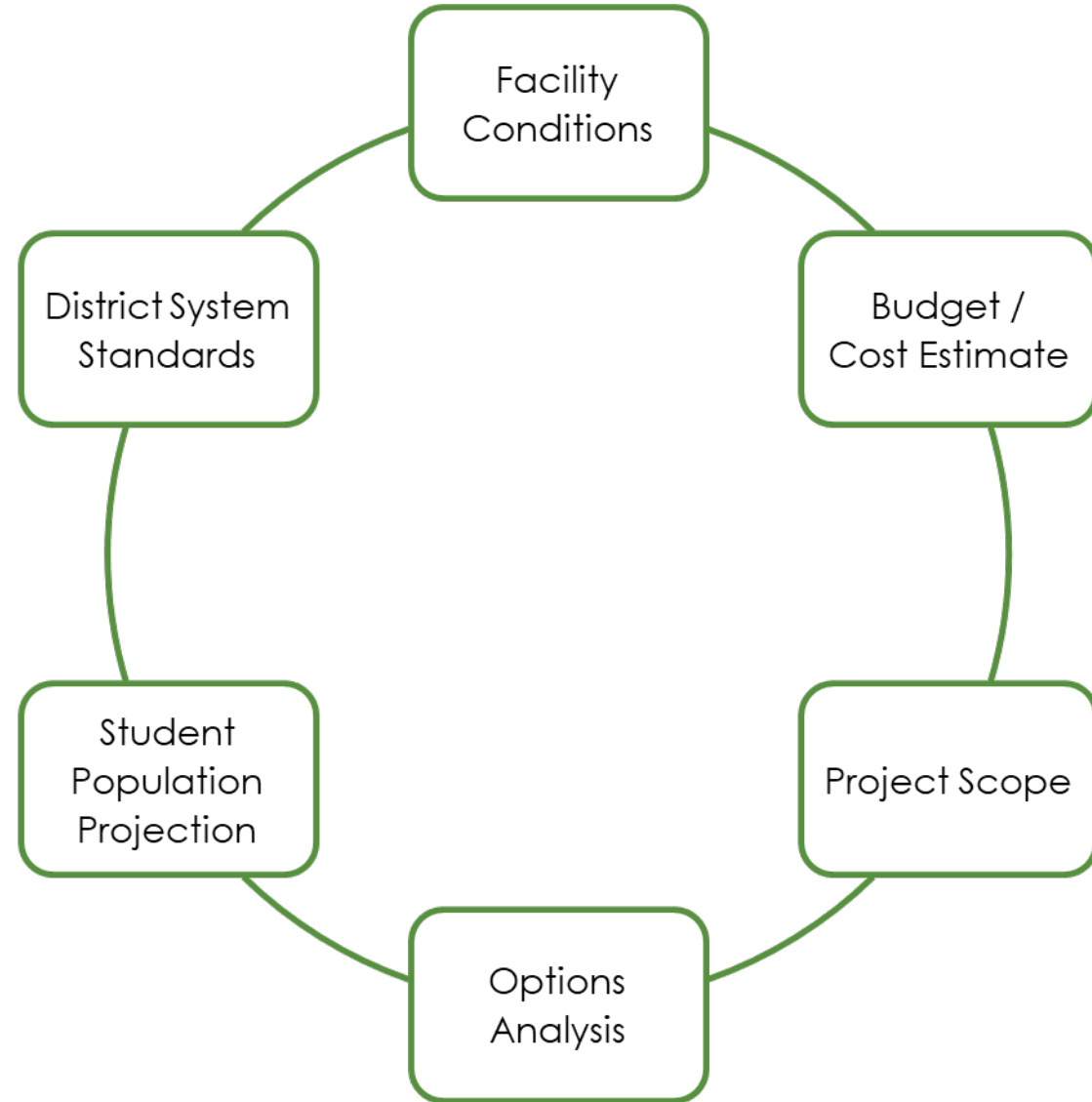
Application submittal; describe district processes:

- Maintenance Management
- Energy Management
- Custodial Program
- Training Program
- Capital Planning



Project Information

Development of the best project option to correct the problem.



Funded Projects

Participating Share

- REAA's: 2%; Municipalities: varies 5% through 35%
- Provide within 3 years
- Sources
 - Fund transfer
 - Bonds (municipalities)
 - Grants, non-AS 14.11
 - In-kind (district labor, materials, equipment)
 - Documentation of prior district-accrued project expenses

Project Agreement Review

- Agreement will match CIP application, but can be refined
- Ensure scope and budget match request
- Review submittals for applicability, ask questions
- Request DEED review budget or scope amendments if needed as project progresses

Payments

Grant Payment Schedule

- Milestones
- Timely submittals
- Funding before expenditures
- Use of interest from grant payment

Debt Reimbursement

- Schedules submitted by October 15

Procurement

Design, CM, Commissioning

- If over \$50,000:
- 21-day advertising
- 10-day protest period
- Qualifications-based selection

Construction

- Competitive bid selection
- 21-day advertising
- 10-day protest period
- No local offeror preference
- Need DEED approval for alternative procurement methods

Annual Reports

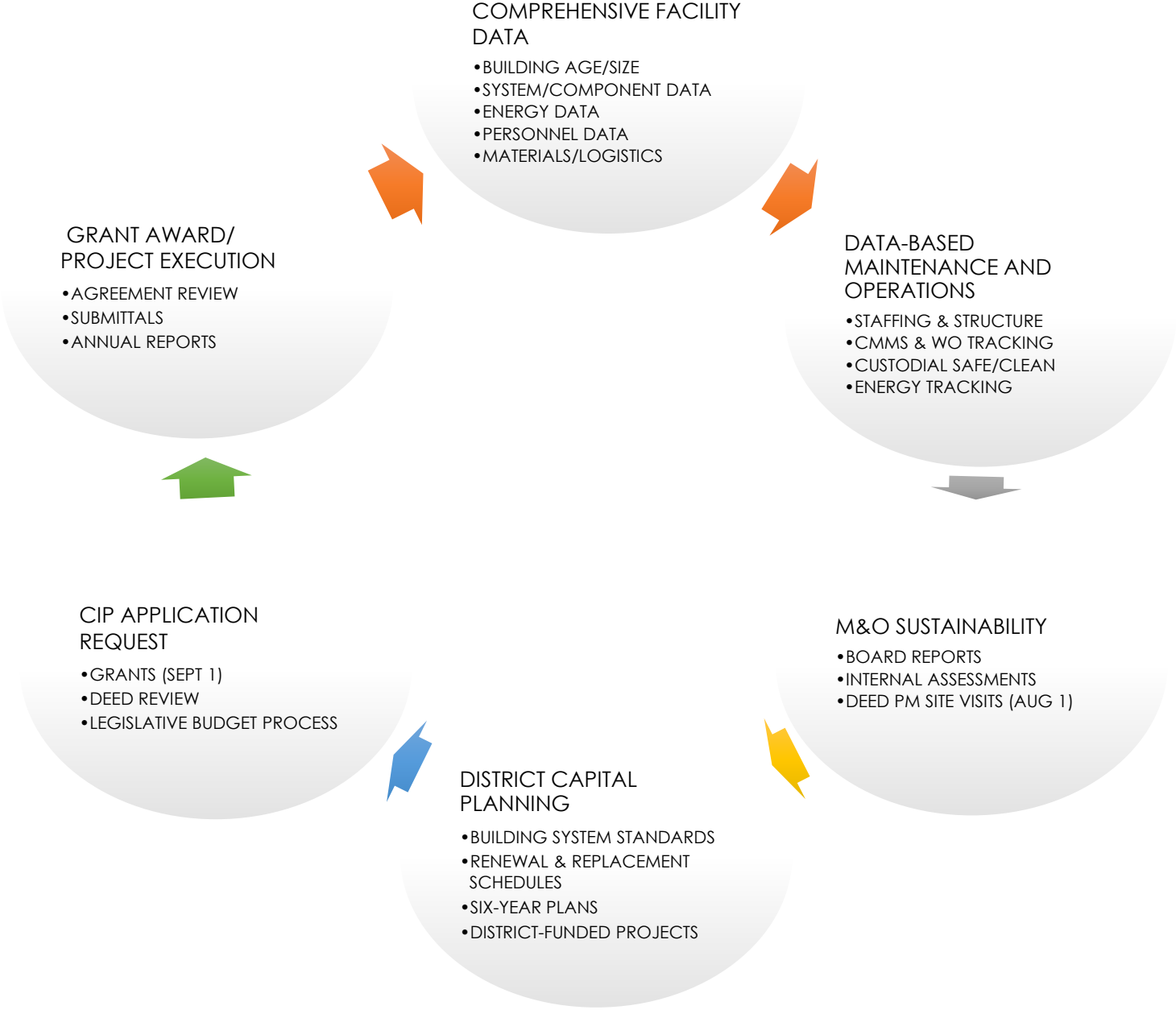
- Covers activity in prior fiscal year (July 1 – June 30)
 - Fiscal
 - Narrative
- Required annually as long as project is active with DEED
 - Grant reports due July 31
 - Debt reports due Oct 15
- Provides status check-in for budget and possible submittals

Project Closeout

- Financial Transactions
 - Independent project audit
 - Closeout worksheet – 365 days after substantial completion
 - Transaction activity reports
 - DEED review
- Final Payment & Termination Agreement
- Unexpended funds
 - Debt – redirection to DEED-approved district project or pay down debt service
 - Grant – reserved for allocation to future DEED-ranked projects or legislative re-appropriation

Final Thoughts

The Facilities Life-Cycle



DEED Resources



Education.Alaska.Gov/Facilities/Publications

- [Alaska School Design and Construction Standards](#)
- [Capital Project Administration Handbook](#)
- [Project Delivery Method Handbook](#)
- [Professional Services for School Capital Projects](#)
- Forms for Annual Reports, Closeout Worksheets, Six-Year Plan

Education.Alaska.Gov/Facilities/FacilitiesCIP

- CIP Application & Support Materials
- Publications & Resources

Facilities Staff – Here to Help

- Michael Butikofer, Facilities Manager, 907-465-6906
- 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



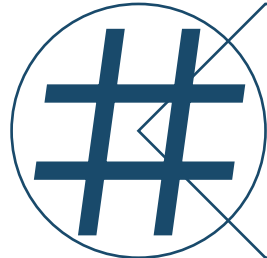
Website

- education.alaska.gov



Phone

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



Social Media

- @AlaskaDEED