

DEPARTMENT OF  
EDUCATION &  
EARLY  
DEVELOPMENT

FY2026  
Application

2024 Capital  
Improvement  
Project Workshop

# Presentation Overview

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CIP Trends & FY26 Changes

CIP Application Scoring Overview

FY 26 CIP Application – By Section

Final Reminders

# Getting Started

Go to the DEED CIP Application & Support webpage for

- FY2026 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:

The screenshot shows the Alaska Department of Education & Early Development website. The header includes the department name and a search bar. The main navigation menu lists various categories like 'Alaska Learns', 'Arts Council', 'Libraries, Archives, & Museums', 'Prof. Teaching Practices', 'State Board', 'Accessibility', and 'About'. Below this, there are dropdown menus for 'PARENTS', 'STUDENT LEARNING', 'EDUCATOR & SCHOOL EXCELLENCE', 'FINANCE & SUPPORT SERVICES', and 'DATA CENTER'. The breadcrumb trail indicates the current page is 'Home / Facilities / Capital Improvement Project Application & Support'. The page content includes a 'Page Menu' and 'Edit' link, a 'Logout' button, and a main heading 'Capital Improvement Project Application & Support'. The content is organized into sections: 'Overview', 'Current CIP Priority Lists', 'Workshop', and 'CIP Application Materials'. The 'Overview' section states that the department annually evaluates CIP grant applications submitted by school districts on or before September 1. Applications are ranked according to criteria in AS 14.11 and 4 AAC 31, with initial lists released on November 5. Final lists are released after any appeals to reconsideration are finalized. To be eligible for funding, districts must have a six-year plan, a fixed asset inventory system, adequate property loss insurance, and a preventive maintenance and facility management program certified by the department. In 2015, the legislature placed a moratorium on new voter-approved bonds participating in the debt reimbursement program, the moratorium was extended in 2020 until July 1, 2025. The 'Current CIP Priority Lists' section lists three documents: 'FY24 School Construction Final List (pdf)', 'FY24 Major Maintenance Final List (pdf)', and 'FY24 Final Priority Lists (excel)'. The 'Workshop' section states that each year the department holds a workshop on the CIP application and scoring process, typically in early May. The purpose is to present the application, highlight any changes from year to year, and answer specific questions posed by attendees. The 'CIP Application Materials' section states that applications and all supporting documents must be post-marked by September 1 in order to be considered during the CIP application evaluation. Application materials submission deadline are typically adopted by the Bond Reimbursement and Construction Act, released by the department in early May.



# Why have a CIP process?

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Required by statute



Establishes a statewide spectrum of need



Prioritizes statewide needs



Provides a vehicle to seek funding

# CIP Grant Applications

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## ○ Scored

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

## ○ Re-use

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

# Grant Application Re-Use

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## 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 ... 4.95%

# Grant Application Re-Use

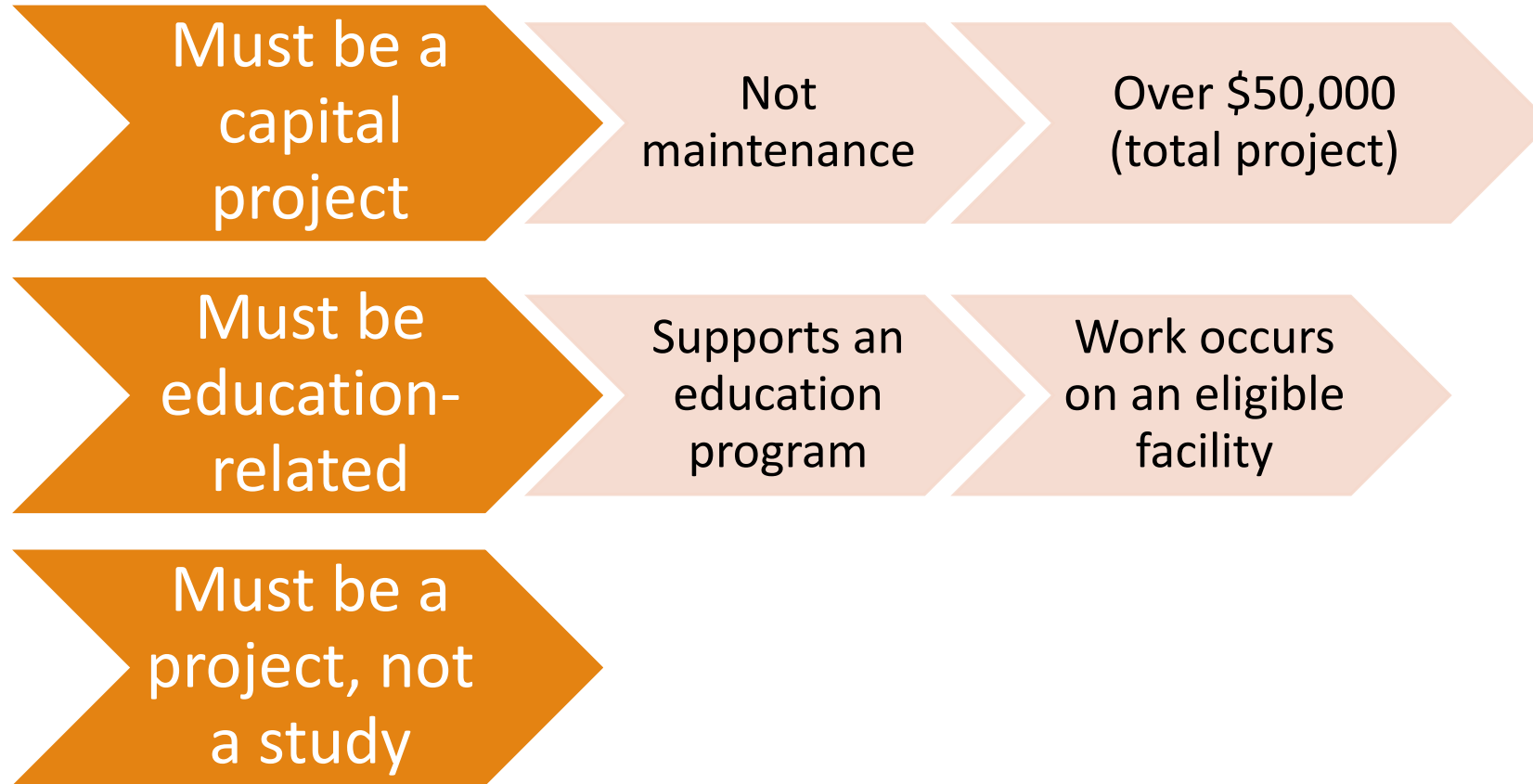
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Requests for re-use certify that for a project:

- 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.

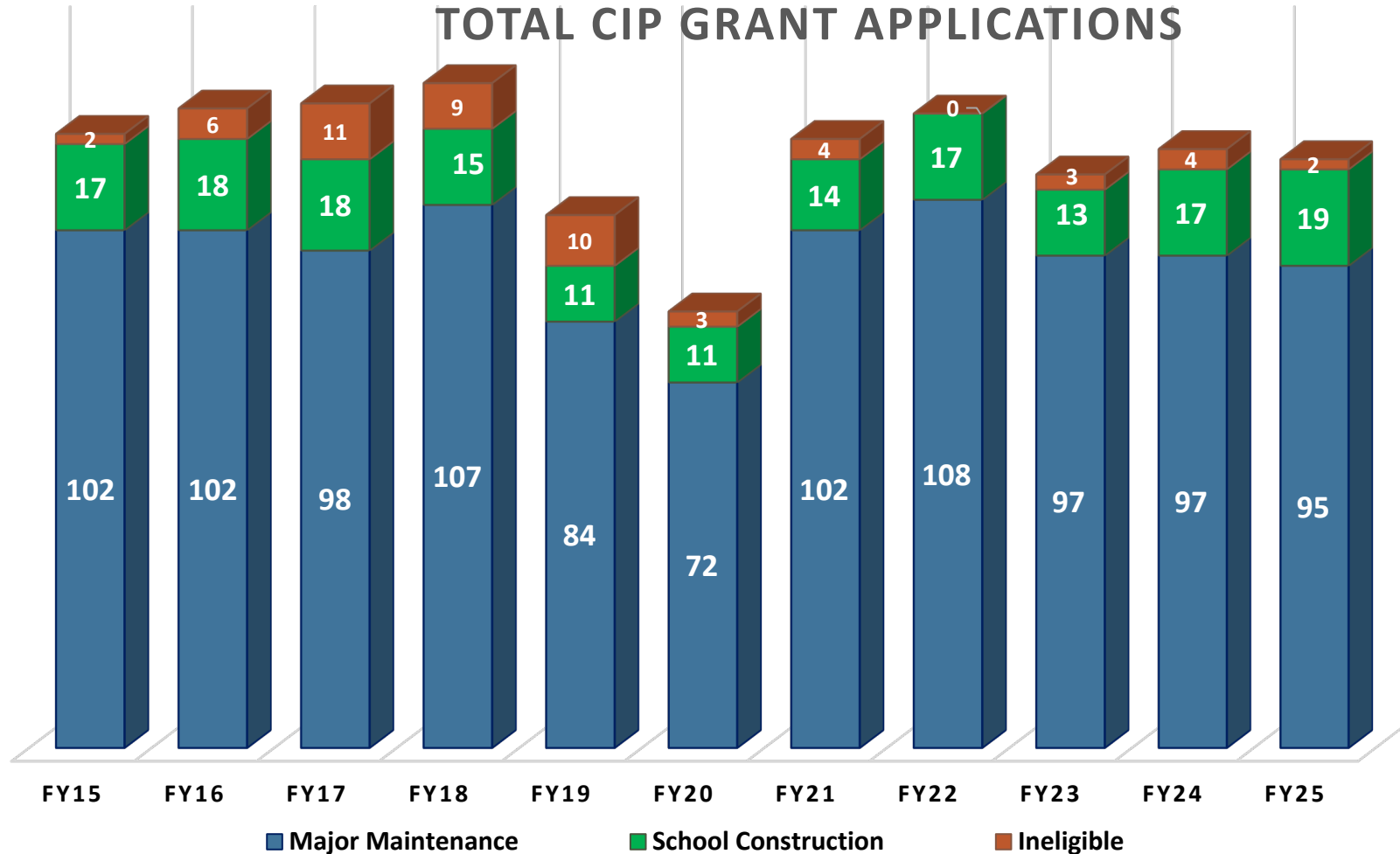
# Project Eligibility Requirements

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# CIP Participation Trends



# BRGR Committee Application Approval

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## 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 11, 2024 meeting

- All meetings open to public and public comment is welcomed

# CIP Application Changes for FY2025

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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

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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 Review Emphases for FY2026

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Screening of re-use projects for “no change” conditions

Procurement scrutiny for completed projects

Adequacy and clarity of condition assessments supporting project scope

Renovation project vs school construction option

PM narratives matrices supporting documents

Alignment with Alaska School Design & Construction Standards

- Except for projects completed prior to September 1, 2023, projects eligible for reuse of scores, and projects scoring 20 points or more in planning and design (combined scoring for questions 6d, 6e, 6f) prior to September 1, 2023.

# FY2026 Application

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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 (new FY24)
- Attachments checklist

# Scoring Elements: Basic

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PM, narratives (25)

PM, reports (30)

PM, Expenditures (5)

Weighted Avg. Age (30)

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

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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

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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

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## FORMULA-DRIVEN

11 scoring elements, 290 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 (30)
- Q.5e Unhoused Students Today (50)  
Unhoused Post Occupancy (30)
- Q.5j Type of Space (30)
- Q.6a Condition Survey (10)
- Q.6 Planning and Design (25)
- Q.6b Re-use of previous design (10)
- Q.6c Building system standards (10)
- Q.8e Previous AS 14.11 (30)
- Q.9 Maintenance Reports (30)
- Q9. Maintenance Expenditures (5)

# Evaluative Grant Application Scoring

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## 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

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PREPARING AND SUBMITTING THE APPLICATION

# Preparing & Submitting Application

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## Reminders:

- 1 Original hardcopy of application, bound or in a binder
- 1 Original hardcopy of each attachment bound or in a binder
- **New:** PDF files of all documents is required; (provide compact disc CD or USB flash drive)
- Timely submission (Grant postmarked by Sept. 1)
- 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

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## 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.<sup>1</sup>

### 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)<sup>2</sup>  
 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

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## 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

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## 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

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## SECTION 3

# Summary: Project Information

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## 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

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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 30 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 30) 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 |
|                 |                        |               | <b>Total GSF</b> | 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

# Weighted Average Age – Scoring

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- Formula-driven with multiple award levels with four tiers
  - A. 0-10 years = 0 points
  - B.  $> 10 \leq 20$  years = 0-5 points available
  - C.  $> 20 \leq 30$  years = 5.75 – 12.5 points available
  - D.  $> 30 < 40$  years = 14.25 – 28.25 points available
  - E.  $\geq 40$  years = 30 points



# Weighted Average Age – Calculation

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Example of Point Computation:

| <b>GSF % Ratio</b> | <b>Convert to Age</b> | <b>Age * % = Weighted Age</b> |
|--------------------|-----------------------|-------------------------------|
| 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% = <u>0.13</u>          |
| 17,656 = 100%      |                       | 24.65 avg. age                |

Average age: 24.65 years (5 + .75 per year in excess of 20 years)

-20.00 years

4.65

x .75

5 + 3.49 points for weighted average age

# Q.3c Facility Status Change

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## Facility Status Change

- Quick reference
- Should match Project Scope (Q.3d)
- 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.

# Q.3d Project Description and Scope of Work

One of the most informative sections for raters

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

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

## **Project description**

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

## **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)
- Other discussion pertaining to scope of work

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

### **Project description**

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

### **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)
- Other discussion pertaining to scope of work

# Project Schedule

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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 DEED approval should accompany application

**3e. 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

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3f. Is the work identified in this project request partially or fully complete?  yes  no

If the answer is yes, attach 2 copies of documentation that establishes compliance with the department's requirements for bids and awards of construction contracts. (Reference 4 AAC 31.080)

Provide DEED recovery of funds project 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

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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  yes  no new school site?

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.

# Code Deficiency/ Protection of Structure/ Life Safety

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## SECTION 4



# Summary: Life Safety/Code Conditions

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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

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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

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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

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## SECTION 5

# Summary: Space & Population Projections

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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

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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

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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](http://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 |
|-------------|---------|----------|-----------|
| 2023-2024   |         |          |           |
| 2024-2025   |         |          |           |
| 2025-2026   |         |          |           |
| 2026-2027   |         |          |           |
| 2027-2028   |         |          |           |
| 2028-2029   |         |          |           |
| 2029-2030   |         |          |           |
| 2030-2031   |         |          |           |
| 2031-2032   |         |          |           |
| 2032-2033   |         |          |           |

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.*


## Allowable Gross Square Footage




|   |                  |
|---|------------------|
| District:   | Very Cold        |
| School:   | Very Cold School |
| Project Number:                                     | 25-xxx           |
| School Type:  | <b>K-12</b>      |
| 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        |
| <b>Total GSF Proposed:</b>                          | <b>45,693 SF</b> |
| Eligible Base GSF:                                  | 26,885 SF        |
| Eligible Supplemental GSF:                          | 16,413 SF        |
| <b>Total GSF Eligible:</b>                          | <b>43,298 SF</b> |
| Additional GSF Allowable:                           | 22,425 SF        |
| Additional GSF Reduction:                           | -2,395 SF        |
| <b>4 AAC 31.020(e)(2) Additional GSF Allowances</b> |                  |
| 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            |
| <b>Current Percent Capacity:</b>   | <b>166.70%</b>   |
|  |                  |

| 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           |
| <b>Projected Percent Capacity:</b>  | <b>235.57%</b>   |
|  |                  |

# 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

# Question 5j Type of Space Added/Improved

---

Formula-driven scoring, 30 points

Use Appendix D 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 5.2 Project Space Equation

Alaska Department of Education & Early Development

ALL PROJECTS CONTINUE FROM THIS POINT

**5j. 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 5.2 PROJECT SPACE EQUATION |                |                         |                       |                        |           |                             |
|----------------------------------|----------------|-------------------------|-----------------------|------------------------|-----------|-----------------------------|
|                                  | A              | I                       | II                    | III                    | IV        | B                           |
| Space Utilization                | Existing Space | Space to remain "as is" | Space to be Renovated | Space to be Demolished | New Space | Total Space upon Completion |
| Elem. Instructional/Resource     |                |                         |                       |                        |           |                             |
| Sec. Instructional/Resource      |                |                         |                       |                        |           |                             |
| Support Teaching                 |                |                         |                       |                        |           |                             |
| General Support                  |                |                         |                       |                        |           |                             |
| Supplementary                    |                |                         |                       |                        |           |                             |
| <b>Total School Space</b>        |                |                         |                       |                        |           |                             |

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 surplus

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.

# Project Planning and Design

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## SECTION 6

# Summary: Planning & Design

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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

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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 (1)
  5. Verify student (2)
  6. Complete edu (3)
  7. Complete con (4)
  8. Complete plan (5)
  9. Identify site re (6)
1. Perform site evaluation and site selection analysis (4 AAC 31.025) - **(Required for new facilities)**
  2. Prepare plan for transition from old site to new site, if applicable - **(Required for new facilities)**
  3. Accomplish site survey - **(Required for new facilities)**

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

4. Obtain letter of commitment (1)
  5. Complete schematic design (2)
  6. Complete preliminary cost (3)
  7. Accomplish a condition/component survey (4)
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)**

**PHASE III - CONSTRUCTION**

4. Obtain letter of commitment (1)
  5. Complete schematic design (2)
  6. Complete preliminary cost (3)
  7. Accomplish a condition/component survey (4)
  8. Obtain option to purchase or lease site at an (5)
  9. Complete design development documents, i (6)
  10. Prepare proposed schedule and method of c (7)
  11. Prepare revised cost estimate appropriate to (8)
  12. Commissioning plan (9)
  13. Energy consumption and cost report (10)
  14. Value analysis report (11)
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

| <u>Provider</u> | <u>Expertise</u> |
|-----------------|------------------|
|                 |                  |
|                 |                  |
|                 |                  |
|                 |                  |
|                 |                  |



# Cost Estimate

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## 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

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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<br>Prior AS 14.11 Funding | II<br>Current Project Request | III<br>% of Total Construction Cost | IV<br>Project Total |
| CM - By Consultant <sup>1</sup>               | 2 - 4%                          |                             |                               |                                     |                     |
| Land <sup>2</sup>                             | n/a                             |                             |                               |                                     |                     |
| Site Investigation <sup>2</sup>               | n/a                             |                             |                               |                                     |                     |
| Seismic Hazard <sup>3</sup>                   | n/a                             |                             |                               |                                     |                     |
| Design Services                               | 6 - 10%                         |                             |                               |                                     |                     |
| Construction <sup>4</sup>                     | n/a                             |                             |                               |                                     |                     |
| Equipment & Technology <sup>2,5</sup>         | up to 4%                        |                             |                               |                                     |                     |
| District Administrative Overhead <sup>6</sup> | up to 9%                        |                             |                               |                                     |                     |
| Art <sup>7</sup>                              | 0.5% or 1%                      |                             |                               |                                     |                     |
| Project Contingency                           | 5%                              |                             |                               |                                     |                     |
| <b>Project Total</b>                          | <b>up to 130%</b>               |                             |                               |                                     |                     |

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

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

1. Percentage is established by AS 14.11.020(c) for consultant contracts (Maximum allowed percentage by total project cost: \$0-\$500,000 – 4%; \$500,001- \$5,000,000 – 3%; over \$5,000,000 – 2%).
2. Include only if necessary for completion of this project; address need in the project description (Question 3d). Amounts included for Land and Site Investigation costs need to be supported in the cost estimate discussion (Question 7c), and supporting documentation should be provided in the attachments.
3. Costs associated with assessment, design, design review, and special construction inspection services associated with seismic hazard mitigation of a school facility. This amount needs to be provided by a design consultant, and should not be estimated based on project percentage.
4. Attach detailed construction cost estimate and life cycle cost if project is new-in-lieu-of-renovation.
5. 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.
6. 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.
7. 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 <sup>1</sup> |                  |     |           |            |     |           |
| Special Requirements <sup>2</sup>       |                  | 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 |           |
| <b>Construction Total</b>               |                  |     |           |            |     |           |

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

---

| <b>Scoring Criteria</b>   | <b>Point Range</b> |
|---|--------------------|
| 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

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SECTION 8

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# Summary: Additional Project Factors

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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

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## **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

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## ***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

---

| <b>Scoring Criteria</b>   | <b>Point Range</b> |
|---|--------------------|
| 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

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**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.



# Preventive Maintenance

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## SECTION 9

# Tools: Preventive Maintenance

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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

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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

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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

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SECTION 10

# District Contact Information

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DEED has the authority to determine a project eligibility, change a project's primary purpose, and modify a project's scope and budget. Written notice of changes are sent to district's chief administrator.

District may request the department include up to three additional persons in the correspondence regarding changes to this project application.

## SEC. 10. DISTRICT CONTACT INFORMATION

The department has the authority to determine a project 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 of the district.

The district may request the department include the following additional persons (up to three) in the correspondence regarding changes to this project application:

| <u>Name</u> | <u>E-mail</u> |
|-------------|---------------|
| _____       | _____         |
| _____       | _____         |
| _____       | _____         |

# Application Support Documents

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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),  
'B' (project phases)  
'D' (project budget categories),  
and  
'F' (maintenance components)



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

FY2026

*These instructions support DEED Form #05-24-044 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 1<sup>st</sup> (postmarked or shipped on or before September 1<sup>st</sup> is acceptable).

**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 1<sup>st</sup> 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

Mailing Address  
P.O. Box 110500  
Juneau, AK 99811-0500

Physical Deliveries  
333 Willoughby Avenue, 9th Floor  
Juneau, AK 99811-0500

**For further information contact:**  
School Facilities Manager



## Guidelines for Raters of the CIP Application

### Introduction

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

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

### Basis for Rating Applications

The following positions will define the base philosophy f

Since districts are required to submit a request for a capit the year preceding the fiscal year for which they are appl feedback regarding scoring a project prior to this deadlin

Applications will be ranked based on the information sub applicants may use information submitted to the departm submission occurs on or before September 1 and is identi Each rater shall arrive at the initial ranking of each projec expected to go through each application question by ques attachments for content, completeness, and bearing on ea scores from year-to-year shall be considered. It is expect different levels of completeness in descriptions and detai development.

Projects are prioritized in two lists, the School Constructi List, and reflect the two statutory funds established for ec definitions provided in statute and regulation, projects w School Construction projects and must fall in categories . projects (categories C, D, and E) may not include additio projects in which the primary purpose is Protection of Stu an Operating Cost Savings, where the work includes rene existing building systems or components, should be cons

Each rater should have an eligibility checklist available d I, J, L, and N will be evaluated by each rater. Other eligi support team members doing data input and capacity/allc regarding project eligibility should be brought to the attention of the rating team as soon as it 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  |

# Guidelines for Raters

Review matrices for specific scoring criteria

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

Compare to initial list scores



# 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.

| Item | Primary 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)<br>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 <b>AND</b> 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: \_\_\_\_\_  
Rater: \_\_\_\_\_ CIP ID Number: \_\_\_\_\_ Category: \_\_\_\_\_  
Date: \_\_\_\_\_ Ineligible: \_\_\_\_\_

| Formula Driven Scoring Criteria  |           | School Construction<br>A, B, F | Major Maintenance<br>C, D, E |
|--|-----------|--------------------------------|------------------------------|
| <b>1. Preventive maintenance program (Questions 9b - 9d, 9f)</b>   |           |                                |                              |
| A. Detailed summary reports of maintenance labor parameters (9b)   | 15 points | /15                            | /15                          |
| B. Detailed summary reports of PM/corrective maintenance parameters (9c)   | 10 points | /10                            | /10                          |
| C. The 5-year average expenditure for maintenance divided by the 5-year average insured replacement value, district wide. (9d)<br>If % < 4, then (% x 1.25); If % > 4, then 5  | 5 points  | /5                             | /5                           |
| D. Energy consumption reports (9f)   | 5 points  | /5                             | /5                           |
| <b>2. District ranking (Question 3a)</b>   |           | /30                            | /30                          |
| Only eligible project requests are used to calculate ranking points<br>Project #1 request = 30 points, #2 = 27 points, #3 = 24 points,<br>Each additional project 3 points less  |           |                                |                              |
| <b>3. Weighted average age of facility (Question 3b)</b>   |           | /30                            | /30                          |
| A. 0-10 years = 0 points<br>B. > 10 ≤ 20 years = .5 / year in excess of 10 years<br>C. > 20 ≤ 30 years = 5 + .75 per year in excess of 20 years<br>D. > 30 ≤ 40 years = 12.5 + 1.75 per year in excess of 30 years<br>E. > 40 years = 30 points                                |           |                                |                              |
| <b>4. Condition/Component Survey (Question 6a)</b>   |           | /10                            | /10                          |
| Condition survey = 0, 3, 5, 8, or 10 points  |           |                                |                              |
| <b>5. Use of Prior Design Plans or Buildings System Design (Questions 6b-6c)</b>   |           | /10                            | /10                          |
| A. Prior Design Plan (school construction only) (6b) = 0, 2, 4, 6, 8, or 10 points OR<br>B. District standard = Two points each system: Building Envelope, Plumbing, HVAC, Lighting, Power   |           |                                |                              |
| <b>6. Planning &amp; design phase has been completed (Question 6d-6g and Appendix B)</b>   |           | /25                            | /25                          |
| A. All required elements of planning = 10 points<br>B. All elements planning + required elements of schematic design = 20 points<br>C. All elements of planning and schematics + required elements of design development = 25 points   |           |                                |                              |
| <b>7. Prior AS 14.11 funding for this project (Questions 8e &amp; 7a)</b>  |           | /30                            | /30                          |
| Phased funding = 30 points, Supplemental funding = 15 points,<br>No previous funding = 0 points  |           |                                |                              |
| <b>8. Unhoused students today (Questions 5a-5g)</b>  |           | /50                            | N/A                          |
| A. 100 % of capacity = 0 points<br>B. > 100% of capacity = One point for each 3% of excess capacity<br>C. 250 % of capacity = 50 points  |           |                                |                              |
| <b>9. Unhoused students in seven years (5 year Post-occupancy) (Questions 5a-5g)</b>   |           | /30                            | N/A                          |
| Unhoused due to loss of eligible square footage based on external environmental factors is scored at half of the points identified.<br>A. 100 % of capacity = 0 points<br>B. > 100% of capacity = One point for each 5% of excess capacity<br>C. 250 % of capacity = 30 points |           |                                |                              |
| <b>10. Type of space added or improved (Question 5j)</b>   |           | /30                            | N/A                          |
| A. Instructional or resource 30 points<br>B. Support teaching 25 points<br>C. Food service, recreational, and general support 15 points<br>D. Supplemental 10 points   |           |                                |                              |
| <b>Formula-Driven Total Points</b>   |           | <b>/280</b>                    | <b>/170</b>                  |

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

Adopted by the Bond Reimbursement and Grant Review Committee

Title: \_\_\_\_\_  
Number: \_\_\_\_\_ Category: \_\_\_\_\_  
Title: \_\_\_\_\_

Apply to each specific category of a mixed-scope project.

|   | School Construction<br>A, B, F | Major Maintenance<br>C, D, E |
|---|--------------------------------|------------------------------|
| Question 9)                                       | /5                             | /5                           |
|   | /5                             | /5                           |
|   | /5                             | /5                           |
|   | /5                             | /5                           |
| 4a)   | /50                            | /50                          |
| (Questions 7a-7c)                                 | /30                            | /30                          |
| Report emergency status? <input type="checkbox"/> | /50                            | /50                          |
| ing or proposed elementary                        | /40                            | /5+                          |
| the project (Question 8c)                         | /25                            | /25                          |
| al cost savings                                   | /30                            | /30                          |
| s to meet the needs of the                        | /5                             | N/A                          |
| <b>Total Points</b>                               | <b>/255</b>                    | <b>/215</b>                  |

# Final Reminders

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# Scoring Issues: Formula-Driven

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- 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

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- 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 scope – provide a full explanation of the project (work requested in the application).

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.

# 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 organized and clearly labeled?
  - Is it signed by the Superintendent or Chief School Administrator?



# Sample

Alaska Department of Education and Early Development  
 FY2025 Capital Improvement Projects  
 School Construction Grant Fund

# Final List

Final List

| Jan 12 Rank | Dec 13 Rank | Nov 3 Rank | School District          | Project Name   | Amount Requested | Eligible Amount | Prior Funding | DEED Recommended Amount | Participating Share | State Share   | Aggregate Amount |
|-------------|-------------|------------|--------------------------|--|------------------|-----------------|---------------|-------------------------|---------------------|---------------|------------------|
| 1           | 1           | 1          | Lower Kuskokwim          | Newtok K-12 School Relocation/Replacement, Mertarvik               | \$81,466,239     | \$81,466,239    | \$77,398,411  | \$4,067,828             | \$81,357            | \$3,986,471   | \$3,986,471      |
| 2           | 2           | 2          | Yukon-Koyukuk            | Minto K-12 School Renovation/Addition, Supplemental                | \$17,577,222     | \$17,564,441    | \$12,091,453  | \$5,472,988             | \$109,460           | \$5,363,528   | \$9,349,999      |
| 3           | 3           | 3          | Lower Kuskokwim          | Nelson Island School Replacement, Toksook Bay                      | \$102,435,864    | \$102,435,864   | \$0           | \$102,435,864           | \$2,048,717         | \$100,387,147 | \$109,737,146    |
| 4           | 4           | 4          | Lower Kuskokwim          | Anna Tobeluk Memorial K-12 School Renovation/Addition, Nunapitchuk | \$73,276,397     | \$54,860,262    | \$0           | \$54,860,262            | \$1,097,205         | \$53,763,057  | \$163,500,203    |
| 5           | 5           | 5          | Northwest Arctic Borough | Deering K-12 Replacement School                                    | \$46,828,553     | \$46,255,576    | \$0           | \$46,255,576            | \$9,251,115         | \$37,004,461  | \$200,504,664    |
| 6           | 6           | 6          | Bering Strait            | Brevig Mission K-12 School Renovation/Addition                     | \$34,667,393     | \$34,620,893    | \$0           | \$34,620,893            | \$692,418           | \$33,928,475  | \$234,433,139    |
| 7           | 7           | 7          | Anchorage                | Kincaid Elementary School Site Improvements                        | \$12,058,387     | \$10,627,294    | \$0           | \$10,627,294            | \$3,719,553         | \$6,907,741   | \$241,340,880    |
| 8           | 8           | 8          | Ketchikan Borough        | Valley Park Complex Upgrades                                       | \$220,964        | \$220,964       | \$0           | \$220,964               | \$77,337            | \$143,627     | \$241,484,507    |
| 9           | 9           | 9          | Lower Kuskokwim          | Water Storage and Treatment, Kongiganak                            | \$4,323,682      | \$4,323,682     | \$0           | \$4,323,682             | \$86,474            | \$4,237,208   | \$245,721,715    |
| 10          | 10          | 10         | Anchorage                | Secure Vestibules, Group 3, 5 Sites                                | \$9,036,461      | \$9,036,461     | \$0           | \$9,036,461             | \$3,162,761         | \$5,873,700   | \$251,595,415    |
| 11          | 11          | 11         | Kenai Peninsula Borough  | Kenai Middle School Security Remodel                               | \$1,836,092      | \$1,836,092     | \$0           | \$1,836,092             | \$642,632           | \$1,193,460   | \$252,788,875    |
| 12          | 12          | 12         | Anchorage                | Secure Vestibules, Group 2, 3 Sites                                | \$816,985        | \$816,985       | \$0           | \$816,985               | \$285,945           | \$531,040     | \$253,319,915    |
| 13          | 13          | 13         | Ketchikan Borough        | Playground Equipment and Surface Upgrades, 3 Sites                 | \$430,968        | \$430,968       | \$0           | \$430,968               | \$150,839           | \$280,129     | \$253,600,044    |
| 14          | 14          | 14         | Anchorage                | Secure Vestibules, Group 4 North, 4 Sites                          | \$3,489,791      | \$3,489,791     | \$0           | \$3,489,791             | \$1,221,427         | \$2,268,364   | \$255,868,408    |
| 15          | 15          | 15         | Anchorage                | Secure Vestibules, Group 4 South, 4 Sites                          | \$1,890,357      | \$1,821,793     | \$0           | \$1,821,793             | \$637,628           | \$1,184,165   | \$257,052,573    |
| 16          | 16          | 16         | Lower Kuskokwim          | Bethel Regional Campus Transportation and Drainage Upgrades        | \$1,325,059      | \$1,325,059     | \$0           | \$1,325,059             | \$26,501            | \$1,298,558   | \$258,351,131    |
| 17          | 17          | 17         | Anchorage                | Secure Vestibules, Group 1, 3 Sites                                | \$1,085,084      | \$1,085,084     | \$0           | \$1,085,084             | \$379,779           | \$705,305     | \$259,056,436    |
| 18          | 18          | 18         | Fairbanks Borough        | West Valley High School Auditorium Upgrade                         | \$1,209,046      | \$688,212       | \$0           | \$688,212               | \$240,874           | \$447,338     | \$259,503,774    |
| 19          | 19          | 19         | Fairbanks Borough        | University Park Elementary School Site Improvements                | \$2,002,757      | \$1,517,030     | \$0           | \$1,517,030             | \$530,960           | \$986,070     | \$260,489,844    |

**Totals: \$395,977,301 \$374,422,690 \$89,489,864 \$284,932,826 \$24,442,982 \$260,489,844**

# Sample

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

# Final Points List

| Jan 12 Rank | Dec 13 Rank | Nov 3 Rank | School District          | Project Name   | School Dist Rank | Weight Avg Age | Prev. 14.11 Fund | Plan and Design | Prior Design Use | Avg Expend Maint | Un-Housed Today | Un-Housed 7 Years | Type of Space | Cond Survey | O&M Rpts | Maint Mgt | Energy Mgt | Cusd Pgm | Maint Train | Capital Plan | Emergency | Life/Safety and Code Conditions | Existing Space | Cost Estimate | Proj vs Oper Cost | Alternatives | Options | Total Project Points |
|-------------|-------------|------------|--------------------------|--|------------------|----------------|------------------|-----------------|------------------|------------------|-----------------|-------------------|---------------|-------------|----------|-----------|------------|----------|-------------|--------------|-----------|---------------------------------|----------------|---------------|-------------------|--------------|---------|----------------------|
| 1           | 1           | 1          | Craig City               | Craig Elementary and Middle School Rehabilitation, Supplemental          | 30.00            | 30.00          | 0.00             | 25.00           | 0.00             | 1.95             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 2.00      | 2.33       | 3.00     | 2.00        | 3.00         | 5.00      | 50.00                           | 5.67           | 27.00         | 3.67              | 0.00         | 10.00   | 240.62               |
| 2           | 2           | 2          | Yukon-Koyukuk            | Allakaket K-12 School Copper Pipe Replacement                            | 27.00            | 30.00          | 0.00             | 25.00           | 0.00             | 2.63             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.67      | 4.33       | 4.33     | 2.67        | 2.67         | 0.00      | 24.00                           | 3.33           | 29.00         | 5.00              | 0.00         | 12.33   | 216.96               |
| 3           | 3           | 3          | Northwest Arctic Borough | Davis-Ramoth K-12 School Renovation                                      | 30.00            | 17.24          | 0.00             | 20.00           | 0.00             | 2.46             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 3.00      | 2.33       | 3.00     | 2.33        | 3.00         | 3.33      | 37.94                           | 6.00           | 21.33         | 8.00              | 0.00         | 12.67   | 212.64               |
| 4           | 4           | 4          | Denali Borough           | Tri-Valley School Partial Roof Replacement                               | 30.00            | 22.64          | 0.00             | 25.00           | 0.00             | 2.60             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 2.00      | 3.00       | 3.00     | 2.00        | 2.67         | 0.00      | 32.61                           | 2.00           | 27.00         | 6.33              | 0.00         | 9.67    | 210.51               |
| 5           | 5           | 5          | Anchorage                | Plarmigan Elementary School Roof Replacement                             | 30.00            | 28.97          | 0.00             | 25.00           | 0.00             | 4.53             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.00      | 2.00       | 3.33     | 3.00        | 2.00         | 0.00      | 28.00                           | 1.67           | 27.67         | 7.00              | 0.00         | 3.33    | 210.50               |
| 6           | 6           | 6          | Anchorage                | Birchwood Elementary School Roof Replacement                             | 27.00            | 30.00          | 0.00             | 25.00           | 0.00             | 4.53             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.00      | 2.00       | 3.33     | 3.00        | 2.00         | 0.00      | 28.00                           | 2.00           | 27.33         | 6.00              | 0.00         | 2.00    | 206.19               |
| 7           | 7           | 7          | Kenai Peninsula Borough  | Homer High School Partial Roof Replacement                               | 30.00            | 26.50          | 0.00             | 25.00           | 2.00             | 2.66             | 0.00            | 0.00              | 0.00          | 5.00        | 30.00    | 2.00      | 3.00       | 4.00     | 2.33        | 4.00         | 0.00      | 21.00                           | 1.33           | 29.33         | 3.67              | 0.00         | 7.33    | 199.16               |
| 8           | 8           | 8          | Anchorage                | Northwood Elementary School Roof Replacement                             | 24.00            | 30.00          | 0.00             | 25.00           | 0.00             | 4.53             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.00      | 2.00       | 3.33     | 3.00        | 2.00         | 0.00      | 27.67                           | 0.67           | 25.67         | 3.33              | 0.00         | 3.33    | 198.53               |
| 9           | 9           | 9          | Kuspuk                   | Johnnie John Sr. K-12 School Major Maintenance, Crooked Creek            | 27.00            | 30.00          | 0.00             | 0.00            | 0.00             | 1.61             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 2.00      | 2.00       | 2.00     | 2.00        | 2.00         | 8.33      | 50.00                           | 5.33           | 13.33         | 7.00              | 0.00         | 5.00    | 197.61               |
| 10          | 10          | 10         | Aleutians East Borough   | Sand Point K-12 School Major Maintenance, Supplemental                   | 30.00            | 29.07          | 0.00             | 25.00           | 0.00             | 1.34             | 0.00            | 0.00              | 0.00          | 0.00        | 30.00    | 2.67      | 2.67       | 2.33     | 1.67        | 2.67         | 0.00      | 40.28                           | 1.00           | 15.33         | 3.67              | 0.00         | 9.00    | 196.70               |
| 11          | 11          | 11         | Lower Kuskokwim          | Bethel Campus Fire Pump House and Fire Protection Upgrades, Supplemental | 24.00            | 30.00          | 0.00             | 20.00           | 0.00             | 3.17             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.00      | 2.00       | 3.00     | 2.00        | 3.00         | 5.00      | 16.41                           | 0.00           | 19.67         | 2.67              | 0.00         | 21.33   | 196.25               |
| 12          | 12          | 12         | Petersburg Borough       | Petersburg High/Middle School Roof Replacement                           | 30.00            | 30.00          | 0.00             | 20.00           | 0.00             | 1.04             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 2.33      | 2.00       | 2.00     | 1.00        | 1.00         | 7.67      | 24.85                           | 4.67           | 20.67         | 3.67              | 0.00         | 5.00    | 195.88               |
| 13          | 13          | 13         | Anchorage                | Bayshore Elementary School Boiler Replacement                            | 21.00            | 30.00          | 0.00             | 25.00           | 0.00             | 4.53             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.00      | 2.00       | 3.33     | 3.00        | 2.00         | 0.00      | 19.73                           | 1.00           | 27.00         | 4.00              | 0.00         | 1.33    | 187.92               |
| 14          | 14          | 14         | Nome City                | Nome Beltz Jr/Sr High School Generator and Electrical Replacement        | 24.00            | 30.00          | 0.00             | 25.00           | 0.00             | 1.25             | 0.00            | 0.00              | 0.00          | 0.00        | 30.00    | 3.00      | 3.00       | 3.00     | 2.33        | 2.00         | 0.00      | 25.00                           | 0.00           | 22.00         | 1.00              | 0.00         | 11.33   | 182.91               |
| 15          | 15          | 15         | Lower Kuskokwim          | Akula Eliitnavik K-12 School Renovation, Kasigluk-Akula                  | 18.00            | 30.00          | 0.00             | 10.00           | 0.00             | 3.10             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.00      | 2.00       | 3.00     | 2.00        | 2.67         | 5.00      | 34.15                           | 2.00           | 14.33         | 3.00              | 0.00         | 9.33    | 182.59               |
| 16          | 16          | 16         | Wrangell Borough         | Wrangell Schools Renovations, 3 Sites                                    | 30.00            | 29.46          | 0.00             | 10.00           | 0.00             | 0.87             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 2.00      | 1.67       | 2.67     | 2.00        | 2.33         | 0.00      | 43.61                           | 0.00           | 10.00         | 2.67              | 0.00         | 4.00    | 181.27               |
| 17          | 17          | 17         | Anchorage                | Government Hill Elementary School Roof Replacement                       | 0.00             | 30.00          | 0.00             | 25.00           | 0.00             | 4.63             | 0.00            | 0.00              | 0.00          | 10.00       | 30.00    | 4.00      | 2.33       | 2.00     | 3.00        | 4.00         | 0.00      | 27.66                           | 2.00           | 27.67         | 3.00              | 0.00         | 5.33    | 180.63               |
| 18          | 18          | 18         | Nome City                | Nome Beltz Jr/Sr High School Roof Replacement, Supplemental              | 30.00            | 30.00          | 0.00             | 25.00           | 0.00             | 1.30             | 0.00            | 0.00              | 0.00          | 0.00        | 30.00    | 3.00      | 2.67       | 3.00     | 2.00        | 1.00         | 0.00      | 13.99                           | 0.00           | 24.33         | 5.00              | 0.00         | 8.67    | 179.96               |

THANK YOU!

CONTACT THE FACILITIES SECTION  
IF YOU HAVE FURTHER QUESTIONS;  
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