# Instructions to Complete Form 05-19-051

Six-Year Capital Improvement Plan

## Overview

A six-year plan is a vital document for districts in planning and anticipating necessary capital improvement projects. A capital improvement project is a substantial, non-recurring expenditure for a physical improvement with a long useful life. Capital projects are not part of the district's preventive (including routine) maintenance or custodial care programs.

Projects may be derived from reviewing renewal and replacement schedules or population projections, needs identified by school personnel or professional architect or engineer through a condition survey, or recommendations from an energy audit, etc.

The district is encouraged to use and submit this form, required under AS 14.11.011 for grant or debt reimbursement applications, as a planning and presentation tool for all capital projects, regardless of whether the project will be submitted for AS 14.11 state aid funding consideration. It can be a valuable aid to a school board in fulfilling its duty under AS 14.08.101 to approve the district’s six-year capital plan.

For questions on completing this form, contact DEED Facilities section staff.  
 https://education.alaska.gov/Facilities/

## Set Up

1. **Header**

Open up the existing document header to add the school district name and update the fiscal year (FY) span. Note: the first fiscal year of a six-year capital plan is typically two years after the current calendar year (e.g. a capital plan reviewed in March of 2019 will address FY 2021 - FY 2026).

1. **Tables**

Adjust the “**FY 20YY TOTAL**” in each table to reflect the six years of the plan.

1. **Certification**

Edit the text at the end of the document to fill in the name of the school district board and the date of the meeting when the six-year capital plan is approved and adopted.

## Project Table

1. **District Priority**

Projects should be listed in district priority order. Priority is continuous through all fiscal years (e.g. the first fiscal year lists 6 projects, the second fiscal year list will begin with district priority #7, and so on). Inclusion of non-AS .14.11 projects do not adversely affect CIP application scoring.

1. **Primary Purpose**

A project must meet one of the project definitions outlined in AS 14.11.014 to qualify for AS 14.11 state aid. Reference also Appendix A, “Instructions to completing the Application for Funding for a Capital Improvement Project”.

1. **Project Title & Description**

Provide a short, descriptive project title that includes the facility name, major project scope, and town/ village (if in a borough or REAA serving multiple communities). The project title should match any CIP application submitted to the department for AS 14.11 funding. Include a detailed scope of work that includes impacted facilities, systems, or components, and necessitating conditions. Note: including the estimated funding from non-district sources can be helpful for internal district fiscal planning.

1. **SOA Aid**

If a district is anticipating AS 14.11 state aid, grant or debt reimbursement, check the box or provide another notation.

1. **Estimated Project Cost**

Enter the estimated or actual amount of total projects costs, which include design, construction, equipment, administrative costs, etc. This includes all funding sources: district, local, state, or federal.

1. **Adding or Deleting**

Each fiscal year should include as many rows as needed to encompass anticipated district projects.   
To preserve formatting, insert a new row(s) by selecting a middle row then inserting by right-clicking or through the table layout tab. Delete any unnecessary rows.

1. **FY Total Project Costs**

Enter the sum of the above column of estimated project costs for each fiscal year.

## Example Table

| **District Priority** | **Primary Purpose** | **Project Title & Description** | **SOA Aid** | **Estimated Project Cost** |
| --- | --- | --- | --- | --- |
| 1 | D | **Very Wet Elementary School Roof Replacement**  Very Wet Elementary is a 50,120 sqft single-story school built in 1980. The roof is original to the school. It is an IRMA roof and has had numerous leaks in the last 10 year. This project will remove the old roof system, including abatement, and inspect the substrate. The new roof will be an EPDM 30 year roof with R80 insulation. Includes new rain drains, new mechanical curbs and pre-painted metal flashing. | **X** | 6,000,000 |
| 2 | E | **Damp Middle School Lighting Upgrades**  Damp MS is a 38,009 sqft school built in 1987. The majority of the original lighting fixtures were replaced in 2001 with T-8 fluorescents. Modern LED technology will provide an energy savings, with a payback of four years. This project will upgrade all interior and exterior lighting fixtures with energy-efficient LEDs and replace all original wiring and switches. |  | 882,900 |
| n/a | n/a | **FY 2021 TOTAL:** |  | **$6,882,900.00** |

## CIP Submittal

Minimum project cost for consideration in the DEED CIP grant process is $**50,000**.

If submitting for AS 14.11 funding, mail completed and signed form by September 1; submit two (2) copies with the application packet, regardless of the number of applications submitted.

| **District Priority** | **Primary Purpose** | **Project Title & Description** | **SOA Aid** | **Estimated Project Cost** |
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**FY** **20YY TOTAL**

| **District Priority** | **Primary Purpose** | **Project Title & Description** | **SOA Aid** | **Estimated Project Cost** |
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**FY** **20YY TOTAL**

| **District Priority** | **Primary Purpose** | **Project Title & Description** | **SOA Aid** | **Estimated Project Cost** |
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**FY** **20YY TOTAL**

| **District Priority** | **Primary Purpose** | **Project Title & Description** | **SOA Aid** | **Estimated Project Cost** |
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**FY** **20YY TOTAL**

| **District Priority** | **Primary Purpose** | **Project Title & Description** | **SOA Aid** | **Estimated Project Cost** |
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**FY** **20YY TOTAL**

| **District Priority** | **Primary Purpose** | **Project Title & Description** | **SOA Aid** | **Estimated Project Cost** |
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**FY** **20YY TOTAL**

Adopted [ enter date ] at a duly convened meeting of the [ school district board name ] at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

Superintendent Date

School Board President Date

Submit to the Department of Education & Early Development by September 1 Form #05-19-051