



Capital Improvement Project (CIP) Annual Review and Ranking Process

The Department of Education & Early Development (DEED), Division of Finance & Support Services (FSS), Facilities section annually reviews and prioritizes capital improvement project (CIP) applications submitted by the school districts. Project applications are submitted on a form furnished by the department. Below is a general schedule of the CIP review and ranking process:

- ❖ September 1 – Applications and six-year CIP plans must be signed and sent (postmarked) by districts to DEED. AS 14.11.011(b)(1)
- ❖ September 1-October 31 – Applications are received and processed (~10 days). A rating team of three SFF staff review and score applications in eight evaluative elements (~45 days). Nine formula-driven scoring elements are calculated by Facilities staff. Combined evaluative and formula points are used to establish priority lists for Major Maintenance and School Construction CIP projects. District six-year plans are combined to establish a statewide CIP forecast. 14 eligibility criteria are also reviewed; ineligible projects are not ranked. Draft lists, project adjustments, and ineligible determinations are reviewed by department leadership (~5 days). AS 14.11.013 and 4 AAC 31.022
- ❖ November 1 – DEED submits the statewide six-year CIP forecast and initial priority lists for Major Maintenance and School Construction CIP projects to the Governor. AS 14.11.013(a)(3)
- ❖ November 5 – DEED publishes initial priority lists for Major Maintenance and School Construction CIP projects and notifies school districts of their project priority ranking. AS 14.11.013(e) and 4 AAC 31.026(a)
- ❖ By November 15 – DEED provides notice to school districts of a public hearing to be undertaken no later than December 1, for the purpose of receiving oral and written comments regarding a request for reconsideration of the priority ranking of a school district's project. 4 AAC 31.026(a)
- ❖ December – Bond Reimbursement & Grant Review Committee reviews the department's priority lists for grants. BR&GR makes recommendations to the state board concerning school construction grants. [The first week in December is the traditional timeframe; no date is specified in statute.] AS 14.11.014(b)(1) and (2)
- ❖ Mid to late December – Within 15 working days, DEED issues a written decision to each school district regarding their reconsideration request and publishes reconsideration priority lists for Major Maintenance and School Construction CIP projects based on reconsideration decisions. AS 14.11.016(a) and 4 AAC 31.026(b)
- ❖ Early January – School districts dissatisfied by DEED reconsideration decision can file an appeal with the commissioner within 15 calendar days after receipt of the decision. AS 14.11.016(b) and 4 AAC 31.026(c)
- ❖ Mid-January – Within 10 working days after filing of an appeal, the chief administrative law judge will appoint a hearing officer to hear the case. AS 14.11.016(b)



Capital Improvement Project (CIP) Annual Review and Ranking Process

- ❖ Late January – Within 5 working days after appointment, the hearing officer shall determine whether the appeal does not raise an issue of law or fact. 4 AAC 31.026(e)
- ❖ Early February – Within 15 working days after appointment, the hearing officer shall hear the school district's appeal. 4 AAC 31.026(f)
- ❖ Early March – Within 60 calendar days after the filing of the school district's appeal, the hearing officer shall deliver the proposed decision to the State Board of Education and Early Development. AS 14.11.0016(b) and 4 AAC 31.026(h)
- ❖ March/April (specific date to be determined) – At the State Board of Education and Early Development's next regularly scheduled meeting after the receipt of the hearing officer's decision, the board will adopt all, part, or none of the hearing officer's decision, or may remand the issue back to the hearing officer. At same meeting, the board will review grant applications recommended by BR&GR and the department and may approve those grant applications for grant awards. 4 AAC 31.026(i) and AS 14.11.015(a).
- ❖ March/April – Within 10 days of the State Board of Education and Early Development meeting considering the hearing officer's decision, the board will issue its decision in writing. AS 14.11.016(b)
- ❖ April/May - Within 30 days of the written decision of the board, the school district may file an appeal of the decision of the hearing officer or the board with the superior court and provide a copy to each party of the proceeding. AS 14.11.016(d) and AS 44.62.560