

# INSTRUCTIONS TO COMPLETE FORM 05-18-044

## 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 2018 will address FY 2020 - FY 2025).

#### 2. Tables

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

#### 3. 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.

#### 2. 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”.

#### 3. Project Title & Description

Provide a short, descriptive project title that includes the facility name, major project scope, and town/village (if 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.

**4. SOA Aid**

If a district is anticipating AS 14.11 state aid, grant or debt reimbursement, include an asterisk.

**5. 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.

**6. 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.

**7. FY Total Project Costs**

Right click the “\$0.00” in the bottom right cell of the table to open a dialog box. Select “Update Field” to automatically sum the above column of estimated project costs.

**EXAMPLE TABLE**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	D	<b>Very Wet Elementary School Roof Replacement</b> 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.	*	6,000,000
2	E	<b>Damp Middle School Lighting Upgrades</b> 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
<b>FY 2020 TOTAL:</b>				<b>\$6,882,900.00</b>

**CIP SUBMITTAL**

Minimum project cost for consideration in the DEED CIP grant process is \$25,000.

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.

**Kenai Peninsula Borough School District  
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District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	B	<p><b>Nanwalek School – Additional Classroom Space</b>  Nanwalek School was first constructed in 1958, with additions in 1977 and 1984. ADM is currently at 140% capacity with increases to 175% expected in next year. This request is to provide a stand-alone portable classroom to bring the capacity to 100% or less. As the current school site is limited, and additional property is unavailable, the playground space will be used to place the unit.</p>		500,000
2	A	<p><b>District Wide – Building Security Upgrades and Office Remodel –</b>  (Incl: Kenai MS Office – Seward HS Office Relocation – Homer MS Office – Kenai Alt – Paul Banks El – Soldotna HS – Sterling El)  All school facilities in the District were construction prior to evolved needs for heightened security and access control for buildings. Some facilities will require administration office remodels to place oversight capabilities at the entries. This District wide project will address the issue in all buildings that the change would not trigger the requirement for a full sprinkler system.</p>		6,500,000
3	C	<p><b>Homer HS – Re-Roof</b> The current original shake roof was installed in 1985, is no longer in warranty, and is deteriorating. Additionally, attic ventilation has proven to be inadequate, and the internal gutter system is no longer functioning to protect the building from leakage. In order to properly address the internal gutters and ventilation system, the entire roof will need to be replaced.</p>		5,620,000
4	C/E	<p><b>Redoubt El – Re-Roof</b> The current roof is original to the 1978 construction, with a gym addition in 1984. The roof assembly has little insulation, and is experiencing minor roof failures that compromise the building interior. The project would primarily consist of increasing the roof insulation from R-10 to an average of R-38 in order to lower utility costs</p>		1,250,000
5	C	<p><b>West Homer El – North Wall Sealing</b> Shortly after construction, the north wall constructed of fluted concrete block started allowing moisture penetration into the building. This has subsequently cause damage to surfaces, and has contributed to mold growth. This project would install a secondary wall over the exterior surface to prevent water intrusion.</p>		450,000
<b>FY 2020 TOTAL:</b>				<b>\$14,320,000.00</b>

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District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
6	C/E	Paul Bank El – Window Replacement		500,000
7	C/E	Tustumena El – Window and Siding Replacement		550,000
8	C/E	Sterling El – Window Replacement		500,000
9	F	Paul Banks El – Parking and Traffic Upgrade		850,000
<b>FY 2021 TOTAL:</b>				<b>\$2,400,000.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
10	F	Soldotna El – Parking and Traffic Upgrade		750,000
11	C	Susan B. English – Backup Generator		40,000.00
12	C/E	Chapman El – Window Replacement		250,000
13	C/E	Homer HS – Heating Controls Upgrade		700,000
<b>FY 2022 TOTAL:</b>				<b>\$1,740,000.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
14	A	Redoubt El – Replace Gym Floor (Abate Vinyl Asbestos Tile)		150,000
15	F	Seward HS – Field Turf and Track		3,000,000
16	F	Homer MS – Drainage and Traffic Upgrade		750,000
17	F	Homer Flex – Parking Reconfiguration		150,000
18	A	Kaleidoscope – Replace Gym Floor (Abate Vinyl Asbestos Tile)		150,000
<b>FY 2023 TOTAL:</b>				<b>\$4,200,000.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
19	C	District Wide – Re-Roof Phase III – Metal Roofing Systems		16,450,000
20	F	Homer HS – Parking Lot Renovation and ADA Entrance Upgrade		850,000
21	F	Mt. View El – Parking and Traffic Upgrade		800,000
22	F	Ninilchik – Track Upgrade		950,000
23	C	School District Warehouse –Backup Generator		85,000
<b>FY 2024 TOTAL:</b>				<b>\$19,135,000.00</b>

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
<b>FY 2025 TOTAL:</b>				<b>\$ 0.00</b>

Adopted [enter date] at a duly convened meeting of the [enter 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.

**Kenai Peninsula Borough School District  
FY 2019-2024 Six-Year Capital Improvement Plan**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Date

Submit to the Department of Education & Early Development by September 1

Form #05-18-044