



## FY 2025 Capital Improvement Program (CIP) Instructions

Submissions Due by COB on October 4, 2023  
**August 18, 2023**

**BALTIMORE, MD** - Each LEA's FY 2025 CIP request should be uploaded via the LEA's upload form by close of business on October 4, 2023.

*Please note that CIP submissions should not be submitted via the IAC's Sharepoint site, which is expected to be decommissioned prior to the conclusion of the FY 2025 CIP cycle.* Each LEA will be provided with a link to an upload form via email to the LEA's Facility Planner and Facility Planner CCs before August 25, 2023. There is a file upload size restriction of 30 MBs per file. Please note that larger submissions will need to be separated into smaller file sizes. If you need assistance to reduce file size or to submit a file of larger than 30 MBs that cannot be split, please contact [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov) for support.

The [FY 2025 CIP Supplemental Information Survey](#) should also be submitted by the CIP submission due date. For additional information on the application process, please see the [CIP Instructions](#).

### **New Information and Important Notes:**

- The **Cost per Square Foot** for projects approved in calendar year 2024 is \$404. The cost per square foot for construction with site development at 19% is \$481.
- On July 13, 2023, the IAC adopted new **State cost share** figures for FY 2025 and 2026 as follows:

**Table 1**

LEA	FY 2025 State Cost Share	FY 2026 State Cost Share
Allegany	89%	89%
Anne Arundel	50%	50%
Baltimore City	94%	91%
Baltimore County	59%	57%
Calvert	56%	56%
Caroline	94%	94%
Carroll	57%	54%
Cecil	64%	61%
Charles	64%	64%
Dorchester	98%	98%
Frederick	67%	67%

LEA	FY 2025 State Cost Share	FY 2026 State Cost Share
Garrett	89%	89%
Harford	61%	58%
Howard	54%	51%
Kent	50%	50%
Montgomery	50%	50%
Prince George's	71%	68%
Queen Anne's	50%	50%
St. Mary's	58%	58%
Somerset	100%	100%
Talbot	50%	50%
Washington	78%	78%
Wicomico	98%	95%
Worcester	50%	50%
MD School for the Blind	93%	93%

- Please note that **applications for Built to Learn Funding should not be submitted** in the Capital Improvement Program *except* when funding is requested jointly with Capital Improvement Program Funding. To submit funding requests for the Built to Learn Program, email a 102 Form and supporting documentation to [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov).
- **New Forms** - In an effort to streamline submissions, the IAC has created [new abbreviated 102 forms](#) for submission of project requests for 1) Early Planning & Design funding and 2) projects that have already received their first year of construction funding requesting additional allocations up to the maximum State allocation. Please use the appropriate 102 form as follows:
  - 102(a) Request for Early Planning & Design Funding
  - 102(b) Request for Major Construction Funding & IAC Planning Approval
  - 102(c) Request for Systemic Project Funding
  - 102(d) Request for Additional Construction Funding
  - **Please note that use of the new forms is for convenience only and is not required. Any applications submitted on the October 5, 2022 102 Form for Major Construction Funding or the August 25, 2021 102.1 Capital Maintenance (Systemic) Request Form will be accepted.**
- **Early Planning and Design Funding** - Please note that submissions for early planning & design funding are not required to meet project progress requirements for local planning approval in order to be considered eligible.
- **Pedestrian Safety Plans** - The Safe Walk to Schools Act (2022 Md. Laws, Ch. 553) requires that LEA applications to the IAC for approval of projects that increase the capacity of a school by more than 100 students include a Pedestrian Safety Plan. See Section 10, P. 7 of the CIP

instructions for additional information. Please note that Pedestrian Safety Plans must be submitted with an LEA's CIP request before approval of construction funding will be considered.

- **Enrollment Updates** - Actual enrollment counts may be submitted on or before January 30, 2024. Updated, local board of education-approved enrollment projections may be submitted on or before January 30, 2024.
- **Net-Zero-Energy (NZE) Add-On Incentive** - An LEA requesting the NZE Add-On Incentive, which results in a 5% increase to the State cost share for eligible projects, must submit the [NZE Add-On Incentive Request Form](#) at each design submission, including Ed Specs, SDs, DDs, and CDs.
- **Potential GAB Updates** - The IAC is expected to consider the approval of updated Gross Area Baselines at their meeting on September 14, 2023. If the updated GABs are approved, the GAB look ups in the 102 forms will be updated so that the computation supplement reflects the correct square footage. New 102 forms with the correct lookups will be posted to the IAC's website by close of business on September 15, 2023. **However, LEAs will not be required to submit their projects on those updated versions of the forms.** For FY 2024, the IAC will accept and update accordingly any version of the 102 form available to the LEAs during or after 2023.

### FY 2025 LEA Allocation Targets

At their January 13, 2022 meeting, the IAC voted to freeze CIP funding targets for LEAs in fiscal years 2024 and 2025 at the proportions provided to LEAs for FY 2023 as shown in Table 2 below.

Table 2

LEA	Provided FY 2023 Funding Target	Proportion of Available Funding	Target Allocation Range - Estimated at \$200 million	Target Allocation Range - Estimated at \$280 million
Allegany	\$4,120,000	1.50%	\$3,001,931	\$4,202,703
Anne Arundel	\$26,100,000	9.51%	\$19,017,086	\$26,623,921
Baltimore City	\$25,300,000	9.22%	\$18,434,187	\$25,807,862
Baltimore County	\$31,800,000	11.59%	\$23,170,243	\$32,438,340
Calvert	\$3,740,000	1.36%	\$2,725,054	\$3,815,075
Caroline	\$2,820,000	1.03%	\$2,054,720	\$2,876,608
Carroll	\$6,810,000	2.48%	\$4,961,929	\$6,946,701
Cecil	\$4,570,000	1.66%	\$3,329,812	\$4,661,736
Charles	\$8,970,000	3.27%	\$6,535,757	\$9,150,060
Dorchester	\$3,400,000	1.24%	\$2,477,322	\$3,468,250

LEA	Provided FY 2023 Funding Target	Proportion of Available Funding	Target Allocation Range - Estimated at \$200 million	Target Allocation Range - Estimated at \$280 million
Frederick	\$14,800,000	5.39%	\$10,783,635	\$15,097,089
Garrett	\$1,970,000	0.72%	\$1,435,389	\$2,009,545
Harford	\$11,200,000	4.08%	\$8,160,589	\$11,424,824
Howard	\$17,700,000	6.45%	\$12,896,645	\$18,055,303
Kent	\$1,870,000	0.68%	\$1,362,527	\$1,907,538
Maryland School for the Blind	\$5,150,000	1.88%	\$3,752,414	\$5,253,379
Montgomery	\$40,500,000	14.75%	\$29,509,272	\$41,312,980
Prince George's	\$33,400,000	12.17%	\$24,336,041	\$34,070,458
Queen Anne's	\$2,450,000	0.89%	\$1,785,129	\$2,499,180
Somerset	\$3,850,000	1.40%	\$2,805,202	\$3,927,283
St. Mary's	\$5,180,000	1.89%	\$3,774,272	\$5,283,981
Talbot	\$2,320,000	0.85%	\$1,690,408	\$2,366,571
Washington	\$6,960,000	2.54%	\$5,071,223	\$7,099,712
Wicomico	\$7,070,000	2.58%	\$5,151,372	\$7,211,920
Worcester	\$2,440,000	0.89%	\$1,777,843	\$2,488,980

**FY 2025 Enrollment Growth & Relocatable Classroom Funding**

For FY 2025, \$40 million is anticipated to be allocated to LEAs as shown in the following table. Eligible LEAs are advised to submit sufficient requests for the FY 2025 CIP to fully utilize the anticipated appropriation and any EGRC funds held in reserve for specific LEAs. Please contact your assigned Capital Projects Manager if you have any questions about available reserve funds.

**Table 3**
**FY 2025 CIP EGRC Allocation distribution proportionate to each LEAs FTE using September 30, 2022 FTE**

LEA	Qualifies by Enrollment	Qualifies by Relocatables	9/30/2022 FTE	% Total Enrollment	Allocation
Anne Arundel	X		81,912	12.43%	4,970,982
Baltimore County		X	106,795	16.20%	6,481,108
Carroll	X		25,323	3.84%	1,536,798
Charles	X	X	26,638	4.04%	1,616,571
Frederick	X		45,219	6.86%	2,744,231

LEA	Qualifies by Enrollment	Qualifies by Relocatables	9/30/2022 FTE	% Total Enrollment	Allocation
Harford	X		36,916	5.60%	2,240,315
Howard	X	X	56,131	8.52%	3,406,420
Montgomery		X	155,523	23.60%	9,438,260
Prince George's		X	124,661	18.91%	7,565,316
<b>Total</b>			<b>659,117</b>	<b>100.00%</b>	<b>40,000,000</b>

**Notes:**

1. Enrollment includes SEED School MD students in home school systems.
2. Prekindergarten students are not included in the Full-time equivalent enrollment for the MSDE Foundation program funding.
3. Full-time equivalent enrollment is defined in State Education Article §5-202.

**Important Dates**

- 10/4/2023 - Deadline for LEAs to upload FY 2025 CIP requests to the IAC and for submission of the FY 2025 Supplemental Survey
- 11/30/2023 - Deadline for LEAs to upload final amendments to the FY 2025 CIP request and letters of support from local government
- 12/14/2023 - IAC hearing for preliminary approval of 75% of anticipated total CIP funding
- 1/30/2024 - Deadline for LEAs to upload all required actual enrollment counts and updated Board-of-Education-approved enrollment projections
- 5/9/2024 - IAC approval of 100% CIP

**Communication Protocols**

To ensure receipt and appropriate processing of information, please use the following protocols:

- Use **"FY 2025 CIP <name of LEA> <name of project>"** as the subject line of every email communication to IAC staff.
- CIP communications will be sent to each LEA's Facility Planner and Facility Planner CC distribution lists. Please contact [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov) as soon as possible if updates need to be made to your distribution list.
- When uploading CIP documents to the LEA Document Upload Form, ensure that file names follow the proper naming convention; **"FY 2025 CIP <county code> <county name> <document title>"**

We look forward to receiving your FY 2025 CIP submission on or before October 4, 2023. Please contact [arabia.davis1@maryland.gov](mailto:arabia.davis1@maryland.gov) or (410) 767-2153 with questions or concerns. Please contact your Capital Projects Manager for technical assistance with project development. For information



regarding projected enrollment and adjacent schools, please contact Jamie Bridges at [jamie.bridges@maryland.gov](mailto:jamie.bridges@maryland.gov).

The Interagency Commission on School Construction is an agency of the State of Maryland. Staff of the IAC can be reached at [iac.pscp@Maryland.gov](mailto:iac.pscp@Maryland.gov). Learn more about the IAC and its programs at [mdschoolconstruction.org](http://mdschoolconstruction.org).