

State of Maryland
Interagency Commission on School Construction

Business Management System
Aging Schools Programs (ASP)
User Guide



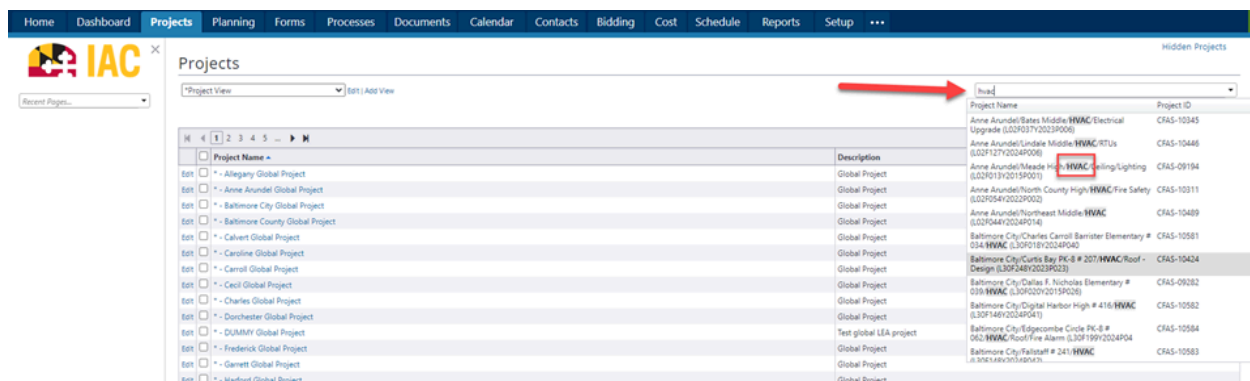
Interagency Commission on School Construction
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Baltimore, MD 21201
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This guide is available for download at iac.mdschoolconstruction.org

Aging Schools Programs Process

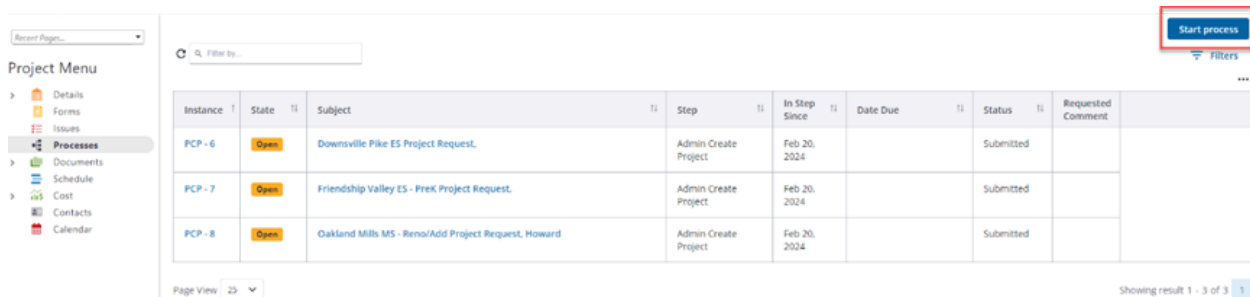
Starting the Process

To start this process, you must find the specific project in the project list. To find the project, click on the projects tab, and then start typing the name of the project. The application should recognize the first few letters that have been typed and will shorten the list to help you find the project easily.

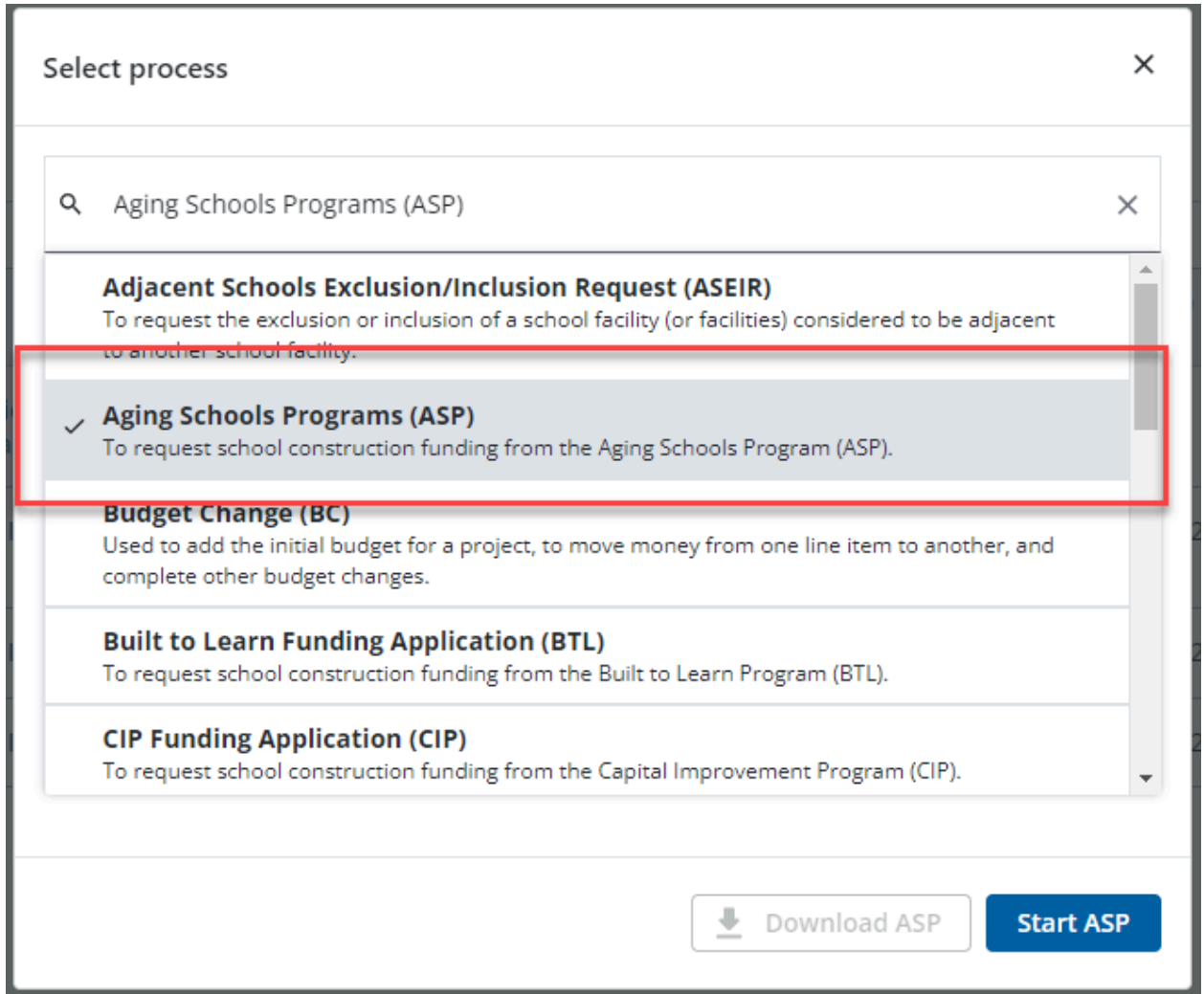


Once you are within that project, please use these steps to start the process.

1. In the Project Menu, select the "Processes" tab.
2. In the "Project Processes" home screen, click on the start process tab which is situated in the top right corner of the page.



3. Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.
4. Choose the process by clicking on the name.



5. You will then be presented with the initial step of the process. This will include lengthy instructions on filling out the request.

Initial Submission Layout

Aging Schools Programs (ASP)

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *Governor Mickey Memorial Overpass Project (L0144556699882211)
Project Number: CFIS-1234
Process: Aging Schools Programs

Details | Documents (0) | Attached Processes (0) | Attached Forms (0)

Expand All | Collapse All

Application

Please complete all necessary application information as noted below. Please note that for some projects, additional documentation may be needed. If you have supporting documentation to attach other than the required floor plans and quotes, please attach it to this process.

* Scope:

* State funding requested:

* Total project cost:

* Fiscal Year of request:

* Age of building component in years:

Floor plans: or

* Quote or Estimate: or

* Method of accomplishing design services:

* Method of accomplishing work:

* Anticipated date work begins:

* Anticipated date work complete:

This section is for IAC use only, please disregard.

Budget Change Details

Status: Draft
Reason Code: Aging Schools (Changes)
Date Of Change: 04.16.2024

Budget Change Custom Fields

There are no budget change custom fields.

Funding Adjustments

| Funding Source | Funding Category | Projected Funds | Adjustment Description | Adjustment Amount | Custom Field(s) |
|---------------------|------------------|---------------------|------------------------|-------------------|-----------------|
| CIP FY 2022 | | 20,005.00 | | 0.00 | |
| CIP FY 2023 | | 20,000.00 | | 0.00 | |
| FY 2025 | Bond Funds | 205.00 | | 0.00 | |
| Local Fund | PAVGO Funds | 1,200,350.00 | | 0.00 | |
| Test Funding Source | | 0.00 | | 0.00 | |
| Totals | | 1,240,560.00 | | 0.00 | |

Budget Change Items

There are no budget change items.

Recalculate All Add All Line Items Add Item

Print Check Spelling Submit Save Draft Cancel

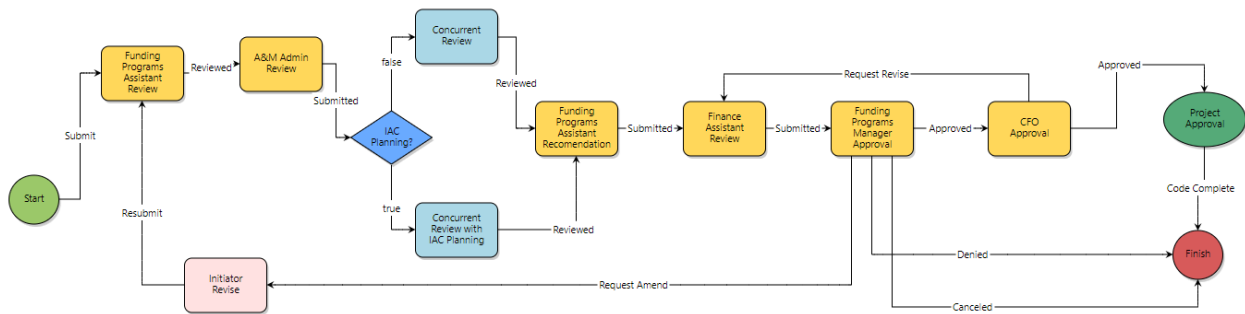
6. Fill out all pertinent information, which includes the scope, as well as the methods that will be required for the request.
7. Please pay close attention to all required fields, which will be notated by the red asterisk.
8. Once finished, submit the process using the "Submit" button which will be in the top right corner.
9. If for any reason during the filling out of the process fields, you can save your work by clicking on the "Save Draft" button in the top right corner.

Aging Schools Programs (ASP)

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *Governor Mickey Memorial Overpass Project (L0144556699882211)
Project Number: CFIS-1234
Process: Aging Schools Programs

Process Workflow



Workflow Steps

1. **Start:** Initial submission of the ASEIR request. Requested by the LEA Facilities Planner.
2. **IAC Planner Completion Check:** Will review the application for completeness and any questions. If there are questions, then the request will be routed back to the initiator for comments and revisions.
3. **A & M Admin Review :** The Assessment and Maintenance Admin will review the process and add any specific information about the facility.
4. **IAC Planning:** This is a decision step that will route the process depending on whether the IAC Planning group needs to be involved.
5. **Concurrent Review:** A partner agency team will review the request, and provide any comments.
6. **Concurrent Review with IAC Planning:** A partner agency team including the IAC Planner, will review the request, and provide any comments.
7. **Funding Programs Assistant Recommendation:** Will do an internal review, and recommend appropriate action.
8. **Finance Assistant Review:** The Finance Assistant will review the recommendation and then update the request.
9. **Funding Programs Manager Approval:** The Funding Programs Manager will review the application and either Approve, Deny, or Cancel the request.
10. **CFO Approval:** The IAC CFO will perform a final review and approve the request.
11. **Project Approval:** This is an automated step that will compile the "ASP Approval Request Report" and then archive it for future reference. A copy of the "ASP Approval Request Report" will be sent to the process initiator automatically via email notification. However the report will be available within the closed process for reference if needed.