State of Maryland

Interagency Commission on School Construction

Business Management System

Healthy Schools Facility Fund

User Guide

Healthy Schools Facilities Fund 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.
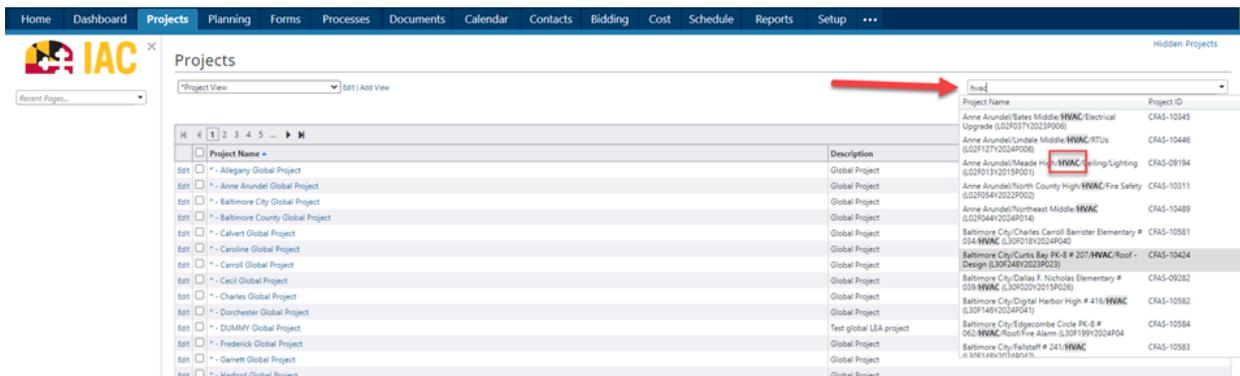

Once you are within that project, please use these steps to start the process.

- In the Project Menu, select the "Processes" tab.
- In the "Project Processes" home screen, click on the start process tab which is situated in the top right corner of the page.
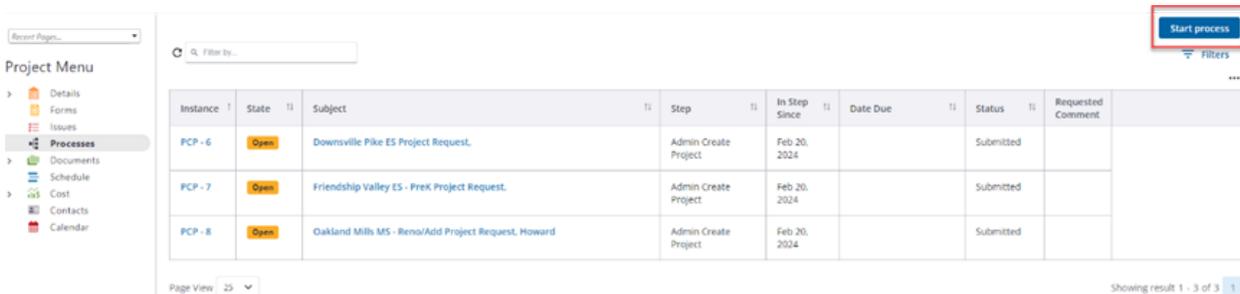
- Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.
- Choose the process by clicking on the name.

- 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

Healthy School Facility Fund (HSFF)

Start Process   Print Check Spelling Submit Save Draft Cancel

Project:	"Governor Mickey Memorial Overpass Project (L0144556699882211)
Project Number:	CFIS-1234
Process:	Healthy School Facility Fund

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

Expand All | Collapse All

All Project requests must be accompanied by supporting documentation, uploaded to the documents tab of this process. Examples of required documentation include: the results of lead testing as conducted per the requirements of State and federal regulations, mold testing reports by licensed industrial hygienists, elevated moisture content testing reports, indoor air quality assessment reports, and work order history.

Requests for roof replacement must be accompanied by supporting documentation, including:

The reports from any roof inspections conducted during the last 36 months;
The preventive-maintenance plan for the roofing system;
All preventive and corrective work orders pertaining to the roof from the last 36 months;
All information about the roof from any contractors or vendors that have provided service on the roof during the last 36 months;
Drawings of the area to be repaired/replaced to include measurements of the affected square footage and all rooftop units in the affected area(s);
The expected-useful-lifespan (EUL) and most recent remaining-useful-lifespan (RUL) figures pertaining to all portions of the facility's roof as recorded in the IAC's statewide facilities assessment database.
Projects impacting boilers, chillers, or any HVAC system components must be accompanied by supporting documentation, including:

The year of service (year installed) should be provided for each system or unit.
The preventative-maintenance plan for the system.
A log or report of all preventative and corrective work orders pertaining to the system for the last 36 months.
All information about the system from any contractors or vendors that have provided service on the system during the last 36 months.
The expected-useful-lifespan (EUL) and most recent remaining-useful-lifespan (RUL) figures pertaining to all portions of the system as recorded in the IAC's statewide facilities assessment database.
Any engineering reports that have been developed to identify the problem and recommend a solution.

Application Information

* Funding Year:	2025
* Project type:	--- Please select an option ---
* Priority:	
* Description/Justification:	"Segoe UI", A... ▾ 12px ▾ B I U ab [toolbar]
* Alternative Solution:	What else can be done to correct this problem? Arial ▾ 12px ▾ B I U ab [toolbar]
* What caused this problem?:	Normal wear and tear, poor contractor performance, poor materials, improper maintenance, etc. Arial ▾ 12px ▾ B I U ab [toolbar]
* Consequences if this project is not approved:	Check all that apply ☐ 1 - Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services. ☐ 2 - System is currently adversely affecting the delivery of educational programs & services. ☐ 3 - System is currently causing serious threats to life, safety, or health of facility occupants. ☐ 4 - System is currently causing violations of building or other official codes. ☐ 5 - System is currently causing or will imminently cause damage to other building systems. ☐ 6 - Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.
* Facility closure(s):	Confirm whether the school facility closed during the school year due to issue(s) identified in the scope of work. ○ Yes ○ No

If so, date facility was closed from:	[ ] 📅
Date facility was reopened:	[ ] 📅
Date of prior State funding of building system:	Provide the date the building system was last replaced with State funds.
	[ ] 📅
★ Has Design been completed?:	-- Please select an option -- ▾
★ Is Design funding being requested?:	-- Please select an option -- ▾
★ LEA total construction cost estimate:	[ ]
★ LEA Design Cost Requested:	[ ]
★ State HSFF $ Requested:	[ ]
★ Local HSFF $ Approved:	[ ]
★ Anticipated date work begins:	[ ] 📅
★ Anticipated Bid Date:	[ ] 📅

Healthy School Facility Funding Checklist

Please use this checklist as a reference for required documents and information.
The checklist has been broken down by project type, and you are only required to address the fields for that specific project type.
All required documents can be uploaded into the "Documents" tab within this request.

Healthy School Facility Fund (HSFF)

Start Process   Print   Check Spelling   Submit   Save Draft   Cancel

Project:	*Governor Mobley Memorial Overpass Project [UF140358999032176]
Project Number:	CFG-1234
Process:	Healthy School Facility Fund

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

Immediate Life/Safety/Health Environmental Risk (*Reach out to the MDE to confirm the Lead consumption level to determine if it falls under immediate health risk - level at/above 20 ppb or lead level is above 5 ppb)

Is the Lead at/above 20 ppb?:	○ Yes ○ No ○ N/A
Is there a Lack of AC (School Closure):	○ Yes ○ No ○ N/A
Other environmental risks:	[ ]

Lead in water Above 5ppbs

Is the Lead above 5 ppbs:	○ Yes ○ No ○ N/A
Results of lead testing:	[ ]

Roofs

Has there been Roof Inspections during last 36 months:	○ Yes ○ No ○ N/A
Is there a Preventive maintenance plan?:	○ Yes ○ No ○ N/A
Is there Preventive and corrective work orders or list of vendors that serviced during last 36 mths?:	○ Yes ○ No ○ N/A
Are There Drawings of area to be repaired and rooftop units impacted?:	○ Yes ○ No ○ N/A
Age of roof and type.:	[ ]
Expected useful lifespan and most recent remaining useful lifespan (RUL) ❓:	[ ]

Lack of, unreliable, or sufficient A/C

Detailed description:	"Segoe UI", A... ▾ 12px ▾ B I U ᴬᵇᶜ ☰ ☰ ☰ ☰ 🔗 🔗 ☰ ☰ ... 📋 🅰 ...
	[ ]
Have there been Inspections on the systems performed in the last 36 mths.:	○ Yes ○ No ○ N/A
Year in service (year units installed).:	[ ]

Unreliable or insufficient heating

Preventative and corrective work orders from the last 36 months provided?:	○ Yes ○ No ○ N/A
Inspections on these systems were performed within the last 36 months.:	○ Yes ○ No ○ N/A

Temperature regulation

Temperature regulation Preventative and corrective work orders from the last 36 months.:	○ Yes ○ No ○ N/A
Temperature regulation Year of service.:	[ ]
Inspections on these systems were performed within the last 36 months?:	○ Yes ○ No ○ N/A

Plumbing, including pipe insulation

Mold testing reports by licensed industrial hygienists:	○ Yes ○ No ○ N/A
Inspection and work order history provided?:	○ Yes ○ No ○ N/A
Indoor air quality assessment reports ❓:	○ Yes ○ No ○ N/A
Elevated mositure content testing reports provided?:	○ Yes ○ No ○ N/A

Indoor air quality, including remediation of indoor pollutions							
Were the Indoor air quality assessment reports provided?:	○ Yes ○ No ○ N/A						

Windows							
Indoor Air Quality Assessment Reports provided?:	○ Yes ○ No ○ N/A						
Number of windows/doors and year of service:							
Were Inspection and work order history provided?:	○ Yes ○ No ○ N/A						

Any information seen below is for IAC purposes only. Please disregard.

Budget Change Details

* Budget Change Number:	HSFF - 00007		Status:	Draft
* Reason Code:	Healthy Schools (Changes)		* Date Of Change:	04.15.2024

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	PAYGO Funds	1,200,350.00		0.00	🗔
Test Funding Source		0.00		0.00	🗔
Totals		**1,240,560.00**		**0.00**	

Budget Change Items

Recalculate All   Add All Line Items   Add Item

There are no budget change items.

Cost Summary | Budget Details

Print   Check Spelling   Submit   Save Draft   Cancel

- Fill out all pertinent information, which includes a Healthy Schools Facility Funds Checklist. This checklist was created for all project types. Please fill out only the portion of the checklist that corresponds to your specific type.
- Please pay close attention to all required fields, which will be notated by the red asterisk.
- Once finished, submit the process using the "Submit" button which will be in the top right corner.
- If for any reason during the filling out of the process fields, you can save your work by clicking on the save button in the top right corner.

Healthy School Facility Fund (HSFF)

Start Process		Print Check Spelling Submit Save Draft Cancel
Project:	*Governor Mickey Memorial Overpass Project (L014455669988211)	
Project Number:	CFIS-1234	
Process:	Healthy School Facility Fund	

Process Workflow
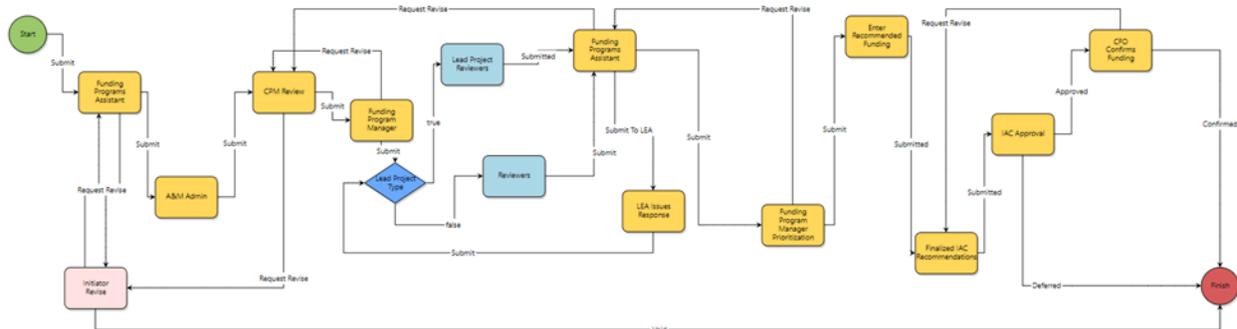
Workflow Steps

- **Start:** Initial submission of the HSFF request. Requested by the LEA Facilities Planner. The Planner will fill out all information, including the request checklist.
- **Funding Programs Assistant**: The request will be reviewed for completeness.
  - If the Programs Assistant needs a revision or requires more information, then the request will be sent back to you. You will receive a notification if this happens.
- **A & M Admin:** The A&M Admin will review the request and add all pertinent information regarding the school.
- **CPM Review:** The CPM will review the request, and add any comments or issues to be reviewed by the team.
- **Funding Programs Manager:** The Programs Manager will review the request, and add any comments or issues to be reviewed by the team.
- **Review Step:** a team will review the request, verify information, and compile a list of possible issues. This list will be available to review later on in the process.
- **Funding Programs Assistant:** Will compile the list of review issues and comments for the LEA to review.
- **LEA Issues Response:** The process initiator will be able to review all issues and comments, and then will be able to provide a response to each.
- **Funding Program Manager:** Will then take in all issues and comments, and prioritize the possible funding.
- **Funding Programs Assistant:** Will then enter the recommended funding for the request
- **Funding Programs Manager:** Will enter the "Finalized IAC Recommendations".
- **IAC Administrator**: Will review, and will wait for approval.
- **IAC CFO:** Will review and provide final approval.