

State of Maryland

Interagency Commission on

School Construction

Capital Improvement Program

Instructions for Submission



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Please note that these instructions are regularly updated for accuracy, process changes, and streamlining. Users of this document are strongly encouraged to access the most recent version on the IAC's website to ensure that the most updated guidance is used.

Record of Changes

Version	Description	IAC Approval Date
1.0	Initial Adoption for the FY 2025 CIP	7/13/2023
1.1	Updates Submission Method from SharePoint to LEA Upload Form	N/A
1.2	Administrative updates to reflect BMS submission method and to make the instructions FY-agnostic.	7/11/2024
1.3	Clarify submission format requirements in Section 16.	N/A
2.0	Removes guidance recorded in the new IAC APG, clarifies submission requirements in the BMS, and condenses duplicate information.	7/17/2025



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The IAC's [Administrative Procedures Guide \(APG\)](#) provides a detailed summary of the regulations, policies, and procedures used by the IAC to determine project eligibility for most of the IAC's programs, including the Capital Improvement Program. Please see the APG for general requirements – including a glossary of terms, portfolio level policies and tools, design submissions, updates to the IAC's Facility Inventory Database, and other important information.

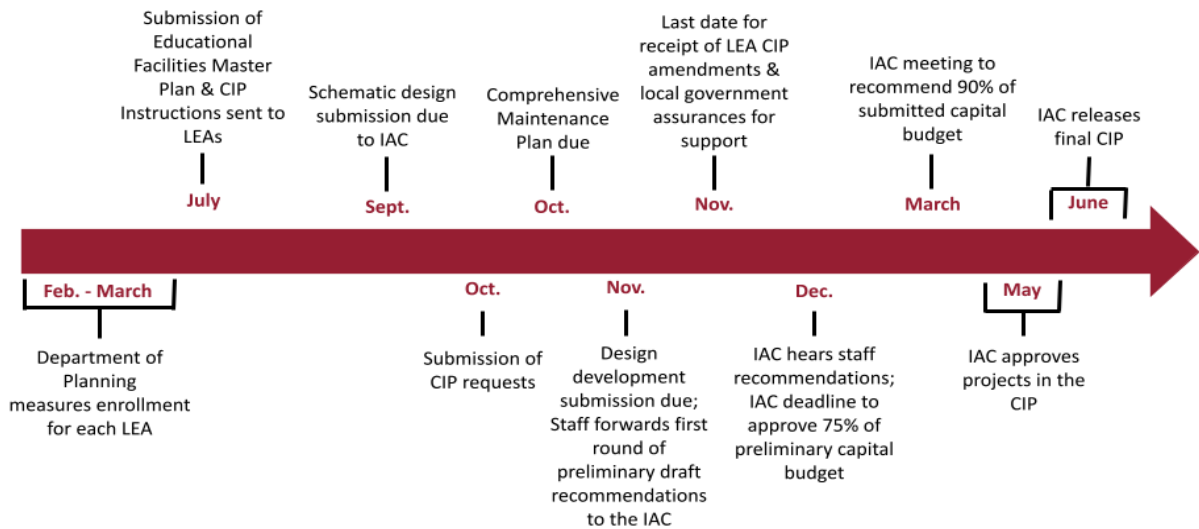
1. Purpose

The Capital Improvement Program (CIP) is governed by [Title 5, Subtitle 3 of the Education Article](#), Annotated Code of Maryland and COMAR 14.39.02. CIP funding can be used for new, renewal, and replacement projects as well as for renovation projects or capital maintenance projects (systemic renovations). Please see the [Administrative Procedures Guide \(APG\)](#) and applicable COMAR sections at the [Division of State Documents Website](#) for specific information on project execution.

These instructions have been modified to serve as the guide and resource on the process for submitting CIP applications and includes the preliminary LEA CIP funding targets, and the Enrollment Growth and Relocatable Classroom (EGRC) funding summary for eligible Local Education Agencies (LEAs). The annual CIP Notice which contains pertinent information specific for this CIP cycle is available along with past annual memos and instructions on the [IAC's website](#).

2. Timeline

Refer to the relevant [fiscal year notice](#), which follows the general schedule in the graphic below.



3. Application Submission

The deadline for all CIP submissions is typically in October on a date set each year in the relevant fiscal year notice to LEAs. Projects requested in the CIP shall be consistent with the priority and needs described in the Educational Facilities Master Plan, which is submitted annually in July.



LEAs should consult with their assigned Capital Projects Manager to determine if a site visit for a project is necessary. Outside of the CIP cycle, IAC staff will generally request site visits for major capital projects when in the Feasibility Study phase.

For the initial submission, LEAs should upload all files required in the Submission Checklist below to the [Business Management System \(BMS\)](#). Each project should have a CIP Funding Application process submitted in the BMS. Additionally, general CIP documentation is to be submitted on the LEA's Global project via the CIP Front End Upload process in the BMS, which must include written local board of education support for the CIP request.

IAC Submission Checklist

Front End Documentation

- Upload general CIP request documentation to the CIP Front End Upload process in the BMS, including the LEA-wide Forms 102.3-102.6 in Excel format and one PDF that includes:
 - Summary of FY requests
 - Letter(s) or record of Board of Education action stating local financial support

Individual Project Requests

- For each individual project request:
 - Verify that the State Rated Capacity, square footage, and prior project information in the IAC's Facility Inventory Database is complete and accurate.
 - Upload Excel versions of the applicable CIP Forms 102-102.7.
 - Upload a draw schedule including all project expenditures shown separately for each funding source.
 - Each project submission in the BMS will require that a priority number be indicated. Generally, the IAC will follow the local priority order to the extent that projects are eligible and funds are available. Requests for prekindergarten classrooms may take priority over other requests outside of the LEA's requested priority order. Prioritization of prekindergarten classrooms will occur within each LEA's target allocations, and the IAC will prioritize prekindergarten requests for local planning and for early planning and design or construction funding.¹
 - If more than one project is submitted for the same facility, cross reference the projects by priority number and project type (e.g. "See Priority #X - Roof Replacement"), clearly indicate why they are submitted as separate projects rather than as a single project, and explain whether or not there is a preference for the projects to be funded together and whether they will be awarded under a single or multiple contracts.
- For major construction projects, verify that the adjacent schools listed in the IAC's Facility Inventory Database are accurate and use the list of adjacent schools in the IAC's Facility Inventory to complete Form 102.

¹ In accordance with Education Article §7-1A-07, Annotated Code of Maryland

- If the list of adjacent schools are inaccurate, meaning they are not geographically contiguous to the project school, submit an FIDB Update Request process in the IAC's BMS to request a correction at least two months before a request for construction funding is anticipated to be submitted.
- If the schools are geographically contiguous but you would like to request an exclusion for the purposes of developing the Maximum State Award for the requested project:
 - Provide justification for exclusions and/or additions by submitting the Adjacent Schools Inclusion/Exclusion Request process in the BMS; and then
 - Identify exclusions and/or additions to the list in Form 102.
- For major construction projects, verify that the eligible enrollment calculated in Form 102 is used to calculate the Gross Area Baseline (GAB) in Form 102 - Computational Supplement.
- For all projects that would impact floor plans, include a proposed floor plan of the school.
- For projects including CTE spaces, upload a letter of support from the MSDE Senior Executive Director of MSDE's Division of College and Career Pathways.
- For projects including regional special education program spaces, upload a letter of support from the MSDE Assistant State Superintendent of the Division of Special Education.
- For any project subject to the Safe Walk to Schools Act (Educ. Art., § 5-329, Annotated Code of Maryland), upload a Pedestrian Safety Plan in accordance with the Safe Walk to Schools Act of 2022.
- For capital maintenance (systemic renovation) projects:
 - Verify that the project information corresponds to information provided in the Comprehensive Maintenance Plan submitted in October of the application year
 - Identify ineligible work proposed
 - Provide the age of building systems or the age and number of units
 - Identify specific areas of the building where work will not be done or will be locally funded
 - For roof replacement projects:
 - Submit the three most recent annual roof inspection reports;
 - Address how the ¼ inch per square foot slope requirement will be met; and
 - Provide roof plans of the entire school which indicate the existing type and slope of each section.

4. Communication Requirements

All electronic communications and documents must be submitted via the BMS. Emails or other methods of communication will not be accepted.

Some documents are required to be submitted in PDF format. If you require technical support to create your PDF document, please contact iac.pscp@maryland.gov for assistance. PDF documents should provide a table of contents and bookmarks; number all pages in the document consecutively.



5. Amendments to CIP Requests

Amendments to an LEA's pending request for the current CIP application year must be submitted by the date identified on the CIP schedule. Submit amendments only for those projects for which information has changed. Reupload the entire 102 form to the BMS process, but do not resubmit supporting documentation unless it has changed.

Provide verification that the Board of Education supports the revised priorities. The letter of support and other documents must be uploaded separately to ensure that local board support is properly documented and must be received by the amendment submission date identified on the CIP schedule. For demonstration of Board of Education support, a cover letter signed by the Superintendent certifying that the local board approval has taken place is sufficient along with the date of approval. The letter of support from the local government must address all amended and unchanged project requests.

Amendments to a CIP year that have already been approved by the IAC may be requested at any time (including immediately following the closure of a CIP cycle year). The LEA should prepare the appropriate Forms 102 and 102.4 and submit them along with appropriate justification and back-up information to the LEA's Global Project. Forms shall be clearly marked "**amendment**," dated, and must be approved in writing by the Board of Education and the local government executive (County Executive or County Administrator).

After review of amendment requests, the LEA will be informed of IAC staff recommendations and IAC action. Opportunities for the LEA to appeal before the IAC are the same as for the normal CIP approval process.

6. Cost per Square Foot

The cost per square foot for each calendar year is set by the IAC in July of the prior year. The approved costs per square foot for building only and for building plus site development are published [on the IAC website](#). The cost per square foot for a project is set at first-time construction funding.

7. Planning Requests

Requests for local planning approval must be submitted for all projects except capital maintenance projects, high school science projects, open space enclosures, and small additions. Requests for planning and funding may be submitted in the same year.

Planning requests typically will not be evaluated or recommended for approval prior to the 100% IAC approval in May. State funding commitments to, and progress of, the LEA's backlog of previously approved projects will be considered when evaluating additional requests for planning approval.

8. Funding Requests

Funds may be requested for **early planning and design** prior to meeting the necessary project progress requirements that are otherwise required for local planning or construction funding approval.



For **forward-funded projects**, the factors (enrollment, square feet per student, cost per square foot) that were in effect on the date of the project's bid opening should be used. **This may require pre-populated factors in the computation supplement to be customized.** LEAs should contact IAC staff with any questions about specific factors and provide all required contract award information, including MBE participation documentation.

9. Funding Factors

See the [IAC's APG](#) for the funding methodology for new, replacement, and renewal projects and specific phase requirements for each of the following:

- Gross Area Baselines
- Eligible Enrollment
- Cost per Square Foot

10. Eligible and Ineligible Items, Expenditures, and Projects

Projects eligible under the CIP include all facilities owned by local boards that are used primarily for educational purposes, including charter schools, facilities owned by a private entity under an alternative financing arrangement, and projects in the Baltimore City 21st Century Schools (formerly 10-Year) Plan, as established by 2013 Md. Laws, Ch. 647. For the complete listing of eligible and ineligible project classifications please review the [IAC's APG](#).

11. Project Evaluation

To ensure data used in the evaluation of funding requests is completely finalized, the following data will be utilized:

- Enrollment: Data from the Maryland State Department of Education's State Aid to Local Education Agencies from the calendar year preceding the calendar year in which applications are due (i.e., for the FY 2026 CIP, applications were due in October 2024 so enrollment figures from the MSDE State Aid Data as of September 30, 2023 were utilized).
- Concentration of Poverty (CPG): Same method as enrollment data.
- Maintenance Effectiveness Assessment (MEA): Data finalized by the end of the fiscal year preceding the October in which applications are due (i.e., for the FY 2026 CIP, applications were due in October 2024 so MEA data finalized as of June 30, 2024 were utilized).
- Statewide Facilities Assessment: Same method as MEA data.

Funding for the current Fiscal Year CIP cycle that is recommended at the 75% stage in December is an estimate which will not be finalized until the 100% approval in May when the Capital Budget has been finalized.

For forward funded projects, the data used will be based upon the bid date of the projects rather than the fiscal year of the request.

12. Project Approvals

The IAC will approve the Capital Improvement Program in stages as shown in the CIP Application Schedule.

- Approval of 75% of the preliminary school construction allocation for the following fiscal year by December 31.
- Recommendations of 90% of the submitted public school capital budget by March 1.
- Approval of 100% of the approved allocation after May 1.

Each project submitted in the CIP will be assigned a project review status. Statuses will continue to be revised throughout the CIP process until final approvals are made after May 1.

Project Review Status Definitions

A - Recommended for Approval: All IAC and LEA staff questions, problems, or comments have been resolved and the project is eligible and recommended for IAC approval of the requested type (design/planning funding, local planning, or construction funding).

B - Deferred but eligible: All IAC and LEA staff questions, problems, or comments have been resolved and the project is eligible for planning or funding, but it has been deferred due to State fiscal constraints in the current fiscal year or related to funding commitments for future years. **The project is not approved by the IAC.**

C - Deferred and not currently eligible for a planning or funding approval due to unresolved issues: Outstanding issues may be of a technical or other nature and may include but are not necessarily limited to: lack of an acceptable feasibility study, capacity/enrollment, scope, or project schedule; the LEA's ability to carry out a large number of projects; lack of maintenance for the requested component or system; concerns regarding estimated cost or calculation of State or local funds; lack of commitment of local funds; submission or clarification of Minority Business Enterprise (MBE) documentation or process; review of alternative solutions available; lack of site approval; pending waiver regarding location outside of a Priority Funding Area; lack of supporting documentation; master plan inconsistency; and pending approvals by other agencies. These issues may be resolved at any time prior to final approval of the CIP by the IAC.

D - Denied and not eligible for planning or funding approval: Due to the nature of the project, it is ineligible for State participation. Reasons for ineligibility include but are not limited to: the project scope does not fit within an approved category of State-eligible CIP projects; local fiscal support was not provided or was withdrawn after the date established by the IAC; the project does not meet minimum State requirements for cost or scope; the facility is too new or was too recently renovated; the project was funded through another program or the funds are not required; MBE procedures were not followed in the procurement of the project; the LEA proceeded to construction prior to State approval (certain capital maintenance (systemic) projects); enrollment projections do not justify the project; the future of the facility is uncertain;

or the facility has not been adequately maintained.

U - Deferred and currently has outstanding IAC staff issues that will need to be resolved by a date determined by the IAC Designees: Funding is shown within the **Total Projected Allocation** column for projects with this status and is contingent upon resolution of pending issues.

13. CIP Publication and Project Execution

Final details of IAC Approvals are available in the [IAC's CIP](#) publication, which is posted to the website each December and June, after the 75% and 100% funding approvals, respectively.

For information regarding project execution, including IAC contract approval, payment and reimbursement requests, and closeout procedures, see the [IAC's Administrative Procedures Guide](#).

14. LEA Appeals of Staff Recommendations

If the IAC staff does not recommend approval of an LEA's specific request for planning or funding of a project, the LEA may submit to the Executive Director a written request for a hearing to take place at the first meeting of the IAC to take place between 30 to 45 days after receipt of the request by the Executive Director. The request shall explain all of the LEA's reasons for disagreeing with the IAC staff's recommendation. The LEA shall provide to IAC staff any supporting documentation that may be requested.

15. Funding Considerations

Detailed information on design submissions, Cooperative Use Space, Career and Technical Education, regional Special Education, and Pedestrian Safety Plans can be found in the [IAC's APG](#).

16. Significant Enrollment Growth and Relocatable Classroom (EGRC) Funding

LEAs are eligible for EGRC funding if their enrollment growth is significant (150% of the statewide average growth over five years) or if they utilize a significant number of relocatable classrooms (averaging 250 or more over five years).

EGRC funding is allocated per a statutory formula. LEAs eligible for EGRC funding will be notified in each year's Annual CIP Application Notice.