

State of Maryland
Interagency Commission on School
Construction

Business Management System

CIP Appeals Sign Up

Process User Guide



Interagency Commission on School Construction
351 W. Camden Street
Baltimore, MD 21201
(410) 767-0617

This guide is available for download at iac.mdschoolconstruction.org

CIP Appeals Sign Up Process

Purpose of Process

This process is for the LEAs to provide written testimony and/or sign up for verbal testimony to the IAC at the Capital Improvement Program 75% recommendation stage.

Starting the Process

To start this process, you must choose the LEA Global Project. Once you are within that project, please use these steps to start the process.

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

Project Processes

Unfinished Drafts

Start process

Filters

3. Once you have clicked the "Start Process" button, 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.

The screenshot shows a modal window titled "Select process" with a close button (X) in the top right corner. At the top of the modal is a search bar with a magnifying glass icon and the placeholder text "Search...". Below the search bar is a list of process options, each with a bold title and a brief description. The first option, "CIP Appeals Sign Up (CASU)", is highlighted with a red rectangular box. The other options are "CIP Front Section Upload Process (CFSU)", "Educational Facilities Master Plan (EFMP)", "Facilities Status Change (FSC)", and "FIDB Update Request (FIDB)". At the bottom right of the modal, there are two buttons: "Download" with a download icon and "Start" with a blue background and white text. The "Start" button is also highlighted with a red rectangular box.

- You will then be presented with the initial step of the process. This is a simple one question step that will route the process according to the request type.

Initial Submission Layout

Your initial step will require you to determine what type of appeal you are requesting, whether it is a written testimony, virtual testimony, or both. The process workflow has been designed so that there are multiple paths for the process to take as determined by the request type. The multiple paths allows for different layouts, or different information to be asked per request type. This will also require you to submit the request twice. Please see the directions below.

Start Process [Print] [Check Spelling] [Submit] [Save Draft] [Cancel]

Project: *** LEA View Training Project
 Project Number: 555555555
 Process: CIP Appeals Sign Up

Appeal Type
 LEAs can provide written testimony to be included with the agenda (revised agenda to be published by December 13) and/or present virtually during the meeting.
 Once you have made the selection, please go back to the page where you had submitted this form. You will have a new process that is in your court. The new process will ask you to add more information based on what you have chosen in the Appeal Type.

How will your LEA provide your appeal? (Check one or both):
 Written Testimony (letter or slides in PDF format to be included in the agenda)
 Virtual Presentation (no screen sharing)
 Both

[Print] [Check Spelling] [Submit] [Save Draft] [Cancel]

- Once you have chosen "How will your LEA provide your appeal", click "Submit" to start the request.
- You will then be asked to take the next step in your request.
- In the "Processes" tab, you will see the request that you have just started. Please click on the subject, and this will reopen the request.

Project Processes: *** LEA View Training Project - 555555555

[Start CASU] [Start process] [Filters]

Instan...	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
CASU - 1	Open	Washington, CIP Appeal Sign Up FY 2025, Provided by Virtual Presentation (no screen sharing)	Virtual Only	Nov 25, 2024		Submitted	

Page View: 100 | Showing result 1 - 1 of 1

Second Step

- Once you have opened the request, you will see that the data fields are set up specifically for how you will submit your appeal. The image below is for an appeal by "Virtual" presentation.

Delete Instance Workflow Override All Fields View

Submit Final Take Action Check Spelling Print Copy Delegate Save Cancel

<p>Project: *** LEA View Training Project</p> <p>Process Document: CASU - 1 Show History Current Actors</p> <p>Current Workflow Step: Virtual Only Show Workflow Diagram</p> <p>Subject: Washington, CIP Appeal Sign Up FY 2025, Provided By: Virtual Presentation (no screen sharing)</p> <p>Status: Submitted</p>	<p>Project Number: \$\$\$\$\$\$\$</p> <p>Overall Due Date:</p> <p>Step Due Date:</p>
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Details Comments (0) Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All | Collapse All

Appeal Type

How will your LEA provide your appeal? (Check one or both): Virtual Presentation (no screen sharing)

Virtual Presentation (no screen sharing)

Each LEA can have up to 3 presenters.
Please note that only presenters submitted via this process will be provided with the meeting link and allowed into the meeting room.

Presenter Information

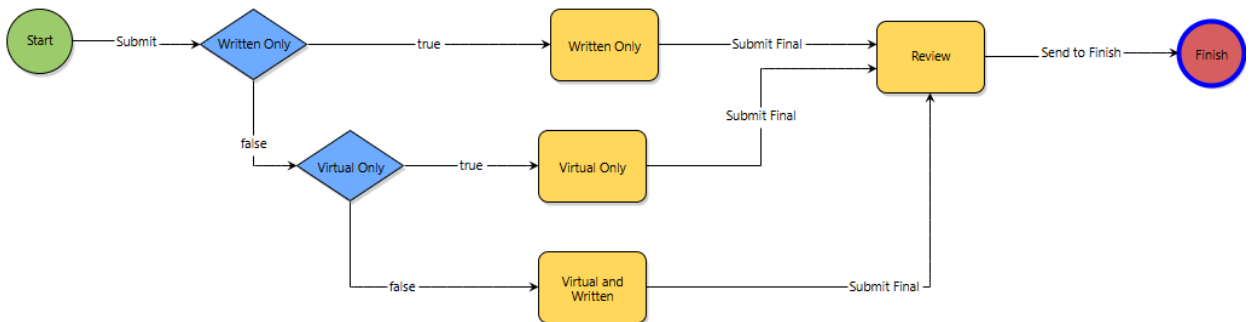
<p>* Presenter #1 Name and Title: <input type="text"/></p> <p>Presenter #2 Name and Title: <input type="text"/></p> <p>Presenter #3 Name and Title: <input type="text"/></p>	<p>* Presenter #1 Email Address: <input type="text"/></p> <p>Presenter #2 Email Address: <input type="text"/></p> <p>Presenter #3 Email Address: <input type="text"/></p>
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Submit Final Take Action Check Spelling Print Copy Delegate Save Cancel

10. Once you have filled in all data fields, choose the “Submit” action and then the “Take Action” button. This will submit your request to the proper reviewer.

Once you have submitted your request, you will be able to review the process in read only mode during the duration of the workflow.

Process Workflow



Workflow Steps

The process initiator is responsible for all workflow steps in red (steps 1 through 4).

1. **Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner will choose how the LEA will provide the appeal. This will route the process one of three ways.
 - a. Written Testimony (letter or slides in PDF form to be included in the agenda)
 - b. Virtual Presentation (no screen sharing)
 - c. Both

Written Testimony:

2. **Written Only:** The LEA Facilities Planner will fill out all pertinent information regarding a written proposal. They will then submit the request to continue the workflow.

Virtual Presentation:

3. **Virtual Only:** The LEA Facilities Planner will fill out all pertinent information regarding the virtual proposal. They will then submit the request to continue the workflow.

Both:

4. **Virtual and Written:** The LEA Facilities Planner will fill out all pertinent information regarding the proposal being both written and virtual. They will then submit the request to continue the workflow.

Remaining Workflow:

5. **Review:** The process will be reviewed by IAC staff, the appeal will be added to the agenda, any written materials will be included, and any virtual presentations will be ordered on a presentation list.
6. **Finish:** The process initiator will be notified that the request has been processed, and will have the existing workflow for reference.