

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
CIP Funding Application Request
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

A complete Capital Improvement Program (CIP) submission requires the use of two processes within the BMS. One process, the CIP Front End Upload Process, involves submission of LEA-wide supporting documentation. The second process, the CIP Funding Application Process, should be submitted once for each project that is being requested for funding.

Instructions for the CIP Front End Upload Process begin on this page.

Instructions for the CIP Funding Application Process begin on page 5.

CIP Front End Upload Process

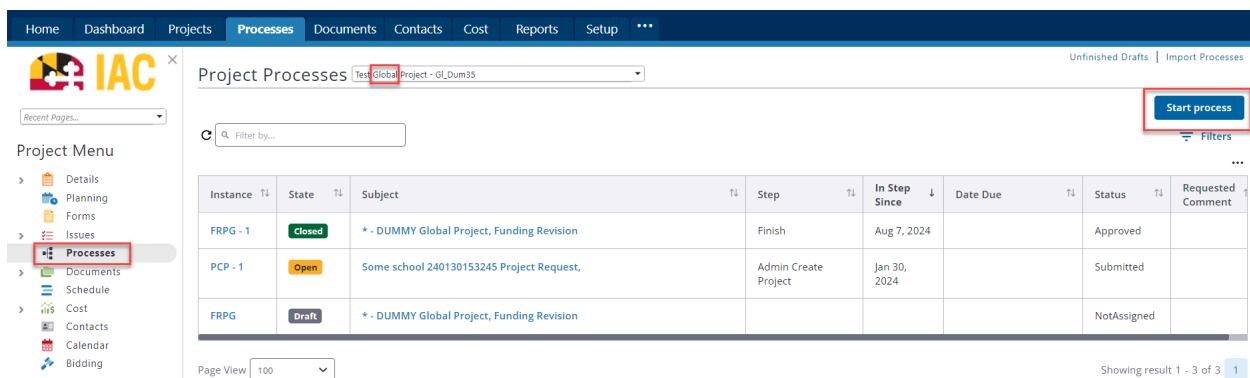
Purpose of Process

This process will be used to add all "Front End" documentation into the individual "Global" LEA project.

Starting the Process

To start this process, you must go to your Global LEA project. Your specific project will be named, "* - (Your LEA Name) Global Project". This should be the very first project in your project list. 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.



The screenshot shows the BMS Project Processes interface. The top navigation bar includes Home, Dashboard, Projects, **Processes**, Documents, Contacts, Cost, Reports, and Setup. The left sidebar shows the Project Menu with **Processes** highlighted. The main content area displays a table of project processes. A 'Start process' button is highlighted in the top right corner.

Instance	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
FRPG - 1	Closed	* - DUMMY Global Project, Funding Revision	Finish	Aug 7, 2024		Approved	
PCP - 1	Open	Some school 240130153245 Project Request,	Admin Create Project	Jan 30, 2024		Submitted	
FRPG	Draft	* - DUMMY Global Project, Funding Revision				NotAssigned	

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 CIP Front Section Upload Process by clicking on the name.

Select process



✕

- ✓ **CIP Front Section Upload Process (CFSU)**
- Educational Facilities Master Plan (EFMP)**
For annual submission and review of LEA Educational Facilities Master Plans (EFMP).
- Facilities Status Change (FSC)**
To submit changes to the status of an existing school facility (such as name change, grade configuration, etc.).
- Funding Revision Process Global (FRPG)**
Funding Revision Process for global projects.
- Project Creation Process (PCP)**
To initiate the creation of a new school construction project.
- Site Review Process (SRP)**

 Download CFSU

Start CFSU

5. You will then be presented with the initial step of the process.

Initial Submission Layout

The initial, aka Start, step is a simple one. There are two required fields that will ask you to drag and drop or upload the CIP Front End as a PDF, and the Form 102.4-102.6 as an excel spreadsheet. Once you have added that information, then click on the "Submit" button in the top right hand corner of the screen. This will submit the front end CIP Documentation, and initiate the review process.

CIP Front Section Upload Process (CFSU)

Start Process Print Check Spelling Submit Save Draft Cancel

Project: Test Global Project
Project Number: GL_Dum35
Process: CIP Front Section Upload Process

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

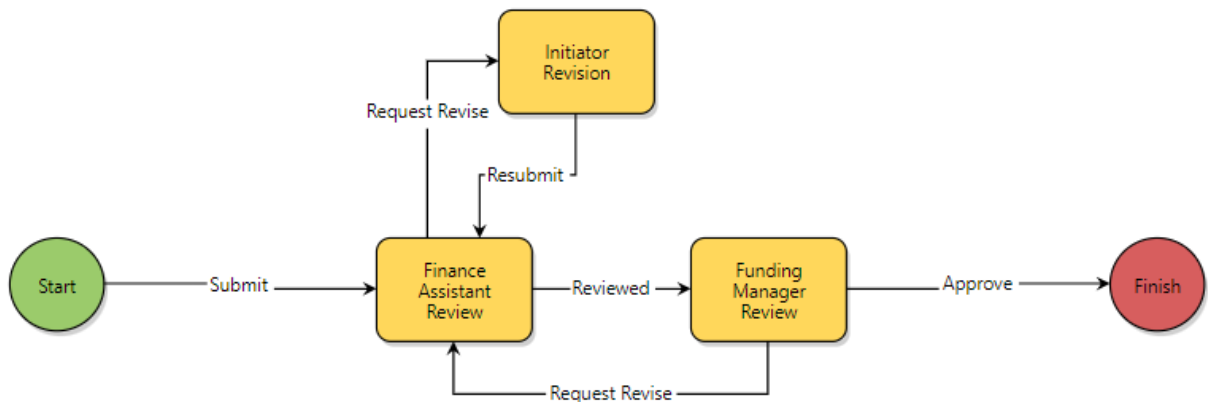
Expand All | Collapse All

Please Upload the Following Files

* CIP Front End (PDF):	Drag and drop file here	or	Browse Computer	Browse e-Builder
* Form 102.4-102.6 (Excel):	Drag and drop file here	or	Browse Computer	Browse e-Builder

Print Check Spelling Submit Save Draft Cancel

Process Workflow



Workflow Steps

1. **Start:** The process initiator will drag and drop all necessary documents into the required fields.
2. **Finance Assistant Review:** The IAC Finance Assistant will check the uploaded documents for completeness. If the information is correct, then the Finance Assistant will push the process to the next step. If more information is needed, or if there are any questions, then the Finance Assistant will provide information on what is needed, and route the process back to the process initiator.
3. **Funding Manager Review:** The IAC Funding Manager will review the information for completeness as well. If the information is correct, then the Funding Manager will finalize the process. If more information is needed, or if there are any questions, then the Funding Manager will provide information on what is needed and route the process back to the Finance Assistant.
4. **Finish:** The process is complete, and the correct documentation will have been uploaded to the project for future reference.

CIP Funding Application Request Process

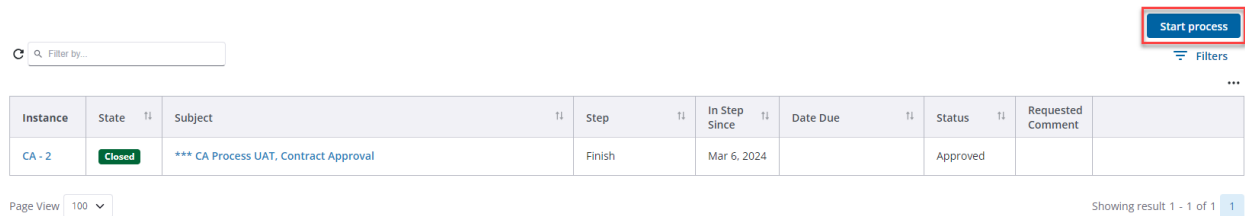
Purpose of Process

To request school construction funding from the CIP.

Starting the Process

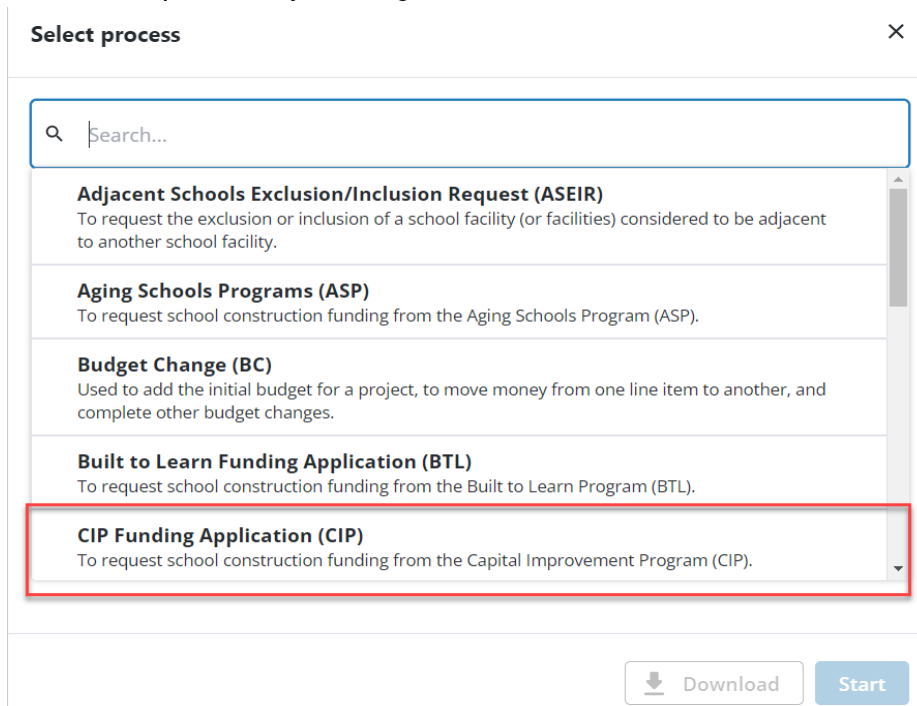
To start this process, you must choose the project that you want to request the CIP funds for. Once you are within that project, please use these steps to start the process.

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.



The screenshot shows a web interface for project processes. At the top right, there is a blue button labeled "Start process" with a red border. Below it is a search bar with the text "Filter by..." and a "Filters" icon. A table with the following columns is visible: Instance, State, Subject, Step, In Step Since, Date Due, Status, and Requested Comment. The table contains one row with the following data: Instance: CA - 2, State: Closed, Subject: *** CA Process UAT, Contract Approval, Step: Finish, In Step Since: Mar 6, 2024, Date Due: (empty), Status: Approved, Requested Comment: (empty). At the bottom left, there is a "Page View" dropdown set to 100. At the bottom right, it says "Showing result 1 - 1 of 1".

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. Inside the modal, there is a search bar with the text "Search...". Below the search bar, there is a list of process options, each with a title and a brief description. The options are: "Adjacent Schools Exclusion/Inclusion Request (ASEIR)", "Aging Schools Programs (ASP)", "Budget Change (BC)", "Built to Learn Funding Application (BTL)", and "CIP Funding Application (CIP)". The "CIP Funding Application (CIP)" option is highlighted with a red border. At the bottom of the modal, there are two buttons: "Download" and "Start".

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

Your initial step will require you to determine the type of project and request. These fields are required and will not let you submit the request without the information. The entire bottom of the request (Budget Change and Funding Adjustment sections) should be ignored. This section is designated in the picture below.

CIP Funding Application (CIP)

Start Process Print Submit Save Draft Cancel

Project: "Washington/Governor/ Mickey Memorial/ Overpass/ Project (LD1445566988221)"
Project Number: CFS-1234
Process: CIP Funding Application

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

Expand All | Collapse All

CIP Request Type

Any documentation that you wish to provide that does not have an upload field below can be provided via the Documents tab of this process.

* Request Type:

Note: Please hold Ctrl to select multiple items from the list.

* FY:

* Priority:

* Has this project received construction funding in the past?: Yes No

* Is this a systemic project?: Yes No

This section is for IAC only, please disregard.

Budget Change Details

Status: Draft
Reason Code: CIP (Changes)
Date Of Change: 08.08.2025

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)
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Budget Change Items

Recalculate All Add All Line Items Add Item

There are no budget change items.

[Cost Summary](#) | [Budget Details](#)

Print Submit Save Draft Cancel

Once you have completed all required fields, click submit in the right hand corner of the application page.

Second Step

This process will require you to take an additional step to submit the request. Due to the varying data needed for the individual types or projects and requests, there are several different layouts for you to complete. The initial submission step reads the initial information, and directs the process to the appropriate second step.

		(L0144556699882211), CIP Process	Manager 75%	
<input type="checkbox"/>	CIP - 11	Open	*Washington/Governor/ Mickey Memorial/ Overpass/ Project (L0144556699882211), CIP Process	Systemic Prior Funding Aug 20, 2024

Page View ▾

Showing result 1 - 4 of 4 1

Make sure to answer all requested questions and upload all required documents. Once complete, choose the Submitted action in the top row and click “Take Action” to continue your application.

Non Systemic With No Prior Funding

<p>Project: CIP Funding Application</p> <p>Process Document: CIP Funding Application</p> <p>Current Workflow Step: <input type="text"/></p> <p>* Subject: <input type="text"/></p> <p>Tracking Prefix: <input type="text"/></p> <p>Status: <input type="text"/></p>	<p>Project Number: <input type="text"/></p> <p>Overall Due Date: <input type="text"/></p> <p>Step Due Date: <input type="text"/></p>
Any documentation that you wish to provide that does not have an upload field below can be provided via the Documents tab of this process.	
<p>* Request Type: <input type="text" value="Local Planning"/> <input type="text" value="Project Development & Design Funding"/> <input type="text" value="Construction Funding"/></p> <p>Note: Please hold Ctrl to select multiple items from the list.</p> <p>* Fy: <input type="text" value="2027"/></p> <p>-- Please select an option --</p> <p>* Project Type: <input type="text" value="Boiler"/> <input type="text" value="Chiller"/> <input type="text" value="Communications"/> <input type="text" value="Cooling Tower"/> <input type="text" value="Electrical"/></p> <p>Note: Please hold Ctrl to select multiple items from the list.</p>	<p>Is this a systemic project? <input type="text"/></p> <p>Has this project received construction funding in the past? <input type="text"/></p> <p>* Detailed scope (What do you wish to accomplish with this project? Describe, with square footage): <input type="text"/></p> <p>* Priority: <input type="text"/></p> <p>* 102 Form Upload (Excel): <input type="text"/></p> <p>Please upload:</p> <ul style="list-style-type: none"> Form 102(b) for requests for major project project development and design funding, construction funding, and/or planning approval. Form 102(c) for requests for systemic funding, or Form 102(d) for requests for additional construction funding. <p><input type="text"/> <input type="text"/></p> <p><input type="button" value="Browse e-Builder"/> <input type="button" value="Browse Computer"/></p>
<p>* Total Estimated Project Cost: <input type="text"/></p> <p>Cost Estimate if available: <input type="text"/></p> <p>* Total Prior State CIP Funds: <input type="text"/></p> <p>* Current Year State Funding Request: <input type="text"/></p> <p>* Fiscal Year 2 State Funding Amount Expected Request: <input type="text"/></p> <p>* Fiscal Year 3 State Funding Amount Expected Request: <input type="text"/></p> <p>* Fiscal Year 4 State Funding Amount Expected Request: <input type="text"/></p> <p>* Fiscal Year 5 State Funding Amount Expected Request: <input type="text"/></p> <p>* Monthly Project Draw Schedule: <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p><input type="button" value="Browse e-Builder"/> <input type="button" value="Browse Computer"/></p>	
School and Site Information	
<p>* Grades (choose all that apply): <input type="text" value="PK3"/> <input type="text" value="PK4"/> <input type="text" value="K"/> <input type="text" value="1"/> <input type="text" value="2"/></p> <p>Note: Please hold Ctrl to select multiple items from the list.</p> <p>* Does this request include Cooperative Use Space?: <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p> <p>* Is this request for a High Performance School?: <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p> <p>* Does this project use a prototype design?: <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p> <p>* Does this project require review by MHT?: <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p> <p>If yes, what was the date of MHT Review?: <input type="text"/></p> <p>* Is this project in a Priority Funding Area (PFA): <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p> <p>* Does the public water or on-site system have capacity for this project?: <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p> <p>* Does the public sewer system have capacity for this project?: <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p> <p>* Is this a Net Zero project?: <input type="radio" value="Yes"/> <input type="radio" value="No"/> <input type="radio" value="TBD"/></p>	

SE and CTE

Does this project include regional Special Education program(s)?
 Yes
 No
 TBD
 Approved
 Denied
 Under Review
 Not Yet Submitted
 N/A

What is the status of MSDE's DSE review of the proposed Special Education program(s)?

Does this project include Career & Technical Education programs?
 Yes
 No
 TBD
 Approved
 Denied
 Under Review
 Not Yet Submitted
 N/A

What is the status of MSDE's DCCP review of the proposed CTE program(s)?

Description & Justification (What do you wish to accomplish with this project?):
 This space is for the detailed description that was previously entered in the 102 Forms.

Schedule

Date Educational Specifications approved by LEA:

Date Feasibility Study submitted for review (estimated or actual):

Date Schematic Design submitted for review (estimated or actual):

Date Design Development submitted for review (estimated or actual):

Date Construction Documents submitted for review (estimated or actual):

Estimated Bid Opening date: If you are unsure of the month and/or day, enter 01 (example: 01/01/YYYY).

Estimated construction start date: If you are unsure of the month and/or day, enter 01 (example: 01/01/YYYY).

Estimated construction substantial completion date: If you are unsure of the month and/or day, enter 01 (example: 01/01/YYYY).

Actual Bid Opening date:

Actual construction start date:

Actual project final completion date:

Emergency Electrical Power

Does this project modify the existing electrical system?
 Yes
 No

If yes, does the LEA intend to designate this facility as an Emergency Management Shelter?
 Yes
 No
 TBD

What is the status of the Emergency Shelter Compliance process?

Does the project scope include an emergency generator?
 Yes, sized for emergency loads only.
 Yes, sized in excess of emergency loads.
 No generator.
 TBD

Systemic Project, No Prior Funding

Project: CIP Funding Application
 Process Documents:
 Current Workflow Step:
 Subject:
 Tracking Prefix:
 Status:

Project Number:
 Overall Due Date:
 Step Due Date:

Any documentation that you wish to provide that does not have an upload field below can be provided via the Documents tab of this process.

Request Type: Local Planning
 Project Development & Design Funding
 Construction Funding

Is this a systemic project?

Has this project received construction funding in the past?

Systemic Request Type: Project Development & Design Funding
 Construction Funding

FY: 2027
 Priority:

Is this project forward funded? -- Please select an option --

102 Form Upload (Excel):

Project Type:

Project Subtype:

Please upload:

- Form 102(b) for requests for major project development and design funding, construction funding, and/or planning approval
- Form 102(c) for requests for systemic funding, or
- Form 102(d) for requests for additional construction funding.

Drag and drop file here or

Estimated Project Budget

* Total Estimated Project Cost: Cost Estimate if available
Drag and drop file here or

* Current Year State Funding Request:

* Fiscal Year 2 State Funding Amount Expected Request:

* Fiscal Year 3 State Funding Amount Expected Request:

* Fiscal Year 4 State Funding Amount Expected Request:

* Fiscal Year 5 State Funding Amount Expected Request:

* Monthly Project Draw Schedule: Drag and drop file here or

School and Site Information

* Does this project require review by MHT?: Yes No
If yes, what was the date of MHT Review?:

* Is this project in a Priority Funding Area (PFA)? Yes No

* Detailed scope (What do you wish to accomplish with this project? Describe with square footage.)

Roof inspection reports if required: Submit the three most recent annual roof inspection reports; address how the 1/4 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
Drag and drop file here or

Scope Study: Drag and drop file here or

Estimated Project Budget

* Total Estimated Project Cost: Cost Estimate if available
Drag and drop file here or

* Current Year State Funding Request:

* Fiscal Year 2 State Funding Amount Expected Request:

* Fiscal Year 3 State Funding Amount Expected Request:

* Fiscal Year 4 State Funding Amount Expected Request:

* Fiscal Year 5 State Funding Amount Expected Request:

* Monthly Project Draw Schedule: Drag and drop file here or

School and Site Information

* Does this project require review by MHT?: Yes No
If yes, what was the date of MHT Review?:

* Is this project in a Priority Funding Area (PFA)? Yes No

* Detailed scope (What do you wish to accomplish with this project? Describe with square footage.)

Roof inspection reports if required: Submit the three most recent annual roof inspection reports; address how the 1/4 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
Drag and drop file here or

Scope Study: Drag and drop file here or

* Construction/renovation year(s) of square footage impacted by this systemic project:

* Gross area of the facility impacted by the systemic project (sqft):

* Does this project include the enclosure of open spaces? Yes No

* Describe all preventive maintenance activities that have occurred to keep the system operational:

* Alternative Solution (What else can be done to correct the problem?):

* What caused this problem? What caused this problem? (normal wear and tear, poor contractor performance, poor materials, improper maintenance)
Drag and drop file here or

* What are the consequences if this project is not approved?
 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.

Schedule

Date given notice to proceed:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Date Schematic Design submitted for review (estimated or actual):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Date Design Development submitted for review (estimated or actual):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Date Construction Documents submitted for review (estimated or actual):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		* Estimated Bid Opening date:	If you are unsure of the month and/or day, enter 01 (example 01/01/YYYY).		
		* Estimated construction start date:	If you are unsure of the month and/or day, enter 01 (example 01/01/YYYY).		
		* Estimated construction substantial completion date:	If you are unsure of the month and/or day, enter 01 (example 01/01/YYYY).		
		Actual Bid Opening date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Actual construction start date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Actual project final completion date:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Emergency Electrical Power

* Does this project modify the existing electrical system?: Yes No

If yes, does the LEA intend to designate this facility as an Emergency Management Shelter?:

* What is the status of the Emergency Shelter Compliance process?: Only required if the project will modify the existing electrical system. Otherwise, put N/A.

* Does the project scope include an emergency generator?: Yes, sized for emergency loads only. Yes, sized in excess of emergency loads. No generator. TBD

Non Systemic With Prior Funding

Project: CIP Funding Application	Project Number:
Process Document:	Overall Due Date:
Current Workflow Step:	Step Due Date:
* Subject:	
Tracking Prefix:	
Status:	

Any documentation that you wish to provide that does not have an upload field below can be provided via the Documents tab of this process.

* Request Type: Local Planning, Project Development & Design Funding, Construction Funding

Note: Please hold Ctrl to select multiple items from the list.

* FY: 2027

* Project Type: -- Please select an option --

Date of Local Planning (LP) Prior Approval:

* 102 Form Upload (Excel):

Please upload:

- Form 102(b) for requests for major project project development and design funding, construction funding, and/or planning approval,
- Form 102(c) for requests for systemic funding, or
- Form 102(d) for requests for additional construction funding.

Drag and drop file here or [Browse e-Builder](#) [Browse Computer](#)

* Priority:

Estimated Project Budget

* Maximum State Award:

* Total Prior State CIP Funds:

* Current Year State Funding Request:

* Fiscal Year 2 State Funding Amount Expected Request:

* Fiscal Year 3 State Funding Amount Expected Request:

* Fiscal Year 4 State Funding Amount Expected Request:

* Fiscal Year 5 State Funding Amount Expected Request:

* Describe any scope changes since the first year of funding:

"Segoe UI", A... 12px • B I U [Link](#) [Image](#) [Table](#) [List](#) [Text](#) [Undo](#) [Redo](#) [Print](#) [Fullscreen](#) [Close](#)

Schedule

Date Educational Specifications approved by LEA:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Feasibility Study submitted for review (estimated or actual):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Schematic Design submitted for review (estimated or actual):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Design Development submitted for review (estimated or actual):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Construction Documents submitted for review (estimated or actual):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual project final completion date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		* Estimated Bid Opening date:	If you are unsure of the month and/or day, enter 01 (example 01/01/YYYY).		
		Estimated construction start date:	If you are unsure of the month and/or day, enter 01 (example 01/01/YYYY).		
		Estimated construction substantial completion date:	If you are unsure of the month and/or day, enter 01 (example 01/01/YYYY).		
		Actual Bid Opening date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Actual construction start date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
		* Monthly Project Draw Schedule:	Drag and drop file here or Browse e-Builder Browse Computer		

Systemic With Prior Funding

Project Process Document: Current Workflow Step: * Subject: Tracking Prefix: Status:	CIP Funding Application	Project Number: Overall Due Date: Step Due Date:
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CIP Request Type
For a systemic project with prior construction funding.

* Systemic Request Type: Has this project received construction funding in the past? Is this a systemic project? * Priority:	* FY: 2027 Project Development & Design Funding Construction Funding Note: Please hold Ctrl to select multiple items from the list.	* Is this project forward funded? * Is this a Net Zero project? * Project Type: * Project Subtype: * 102 Form Upload (Excel):	-- Please select an option -- <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> TBD -- Please select an option -- Boiler Chiller Communications Cooling Tower Electrical Note: Please hold Ctrl to select multiple items from the list. Please upload: <ul style="list-style-type: none"> Form 102(b) for requests for major project development and design funding, construction funding, and/or planning approval. Form 102(c) for requests for systemic funding, or Form 102(d) for requests for additional construction funding. Drag and drop file here or Browse e-Builder Browse Computer
* Systems addressed (systemic or limited renovation):	Boiler Chiller HVAC HVAC Controls HVAC Units Note: Please hold Ctrl to select multiple items from the list.		

Estimated Project Budget

* Maximum State Award: * Current Year State Funding Request: * Fiscal Year 2 State Funding Amount Expected Request: * Fiscal Year 3 State Funding Amount Expected Request: * Fiscal Year 4 State Funding Amount Expected Request: * Fiscal Year 5 State Funding Amount Expected Request: * Monthly Project Draw Schedule:	Drag and drop file here or Browse e-Builder Browse Computer
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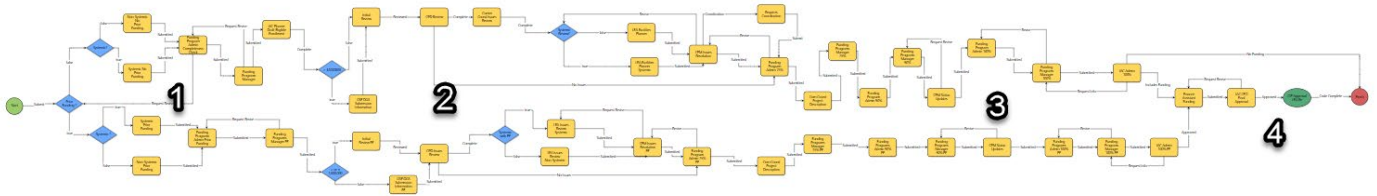
* Describe any scope changes since the first year of funding:

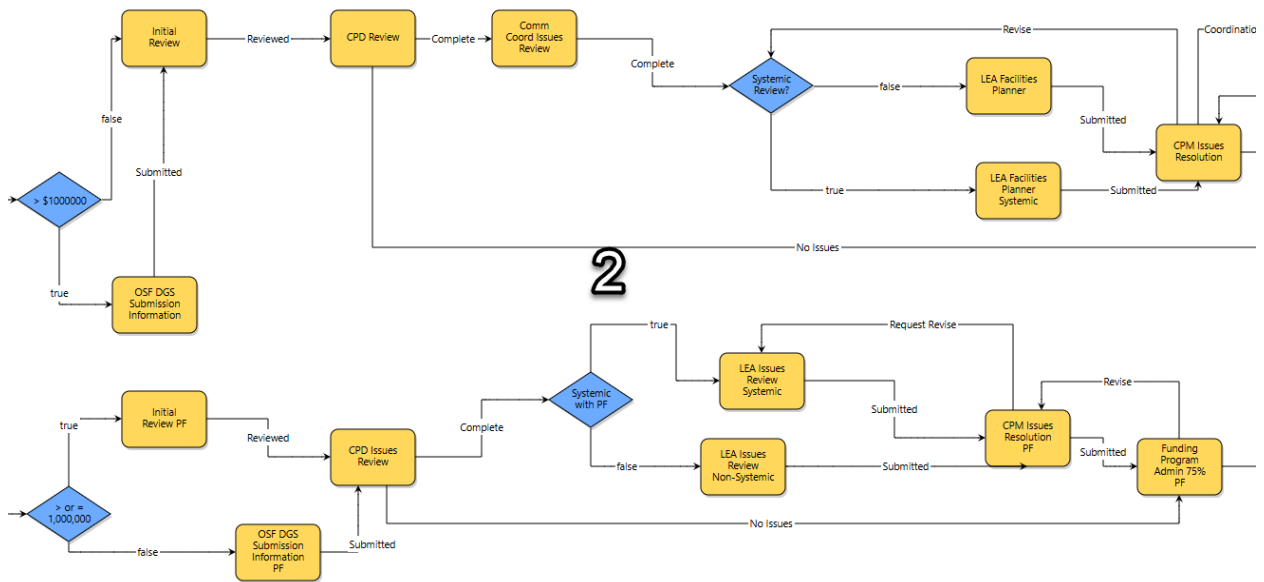
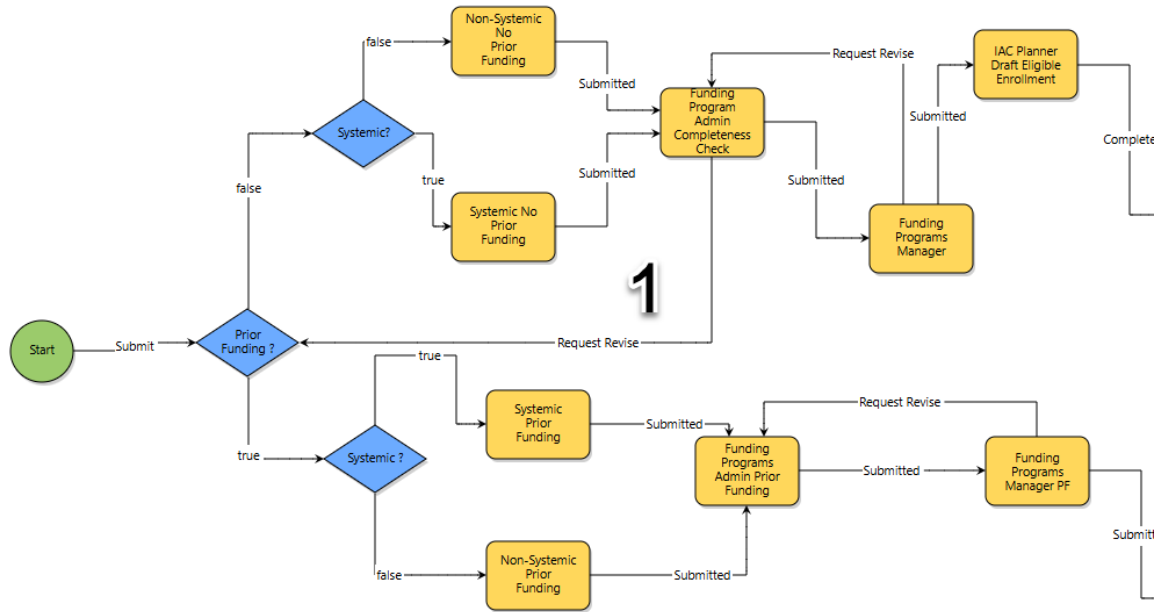
"Segue UI", A... | 12px | B | I | U | Aa | [Icons]

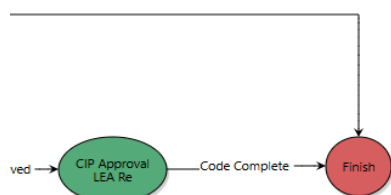
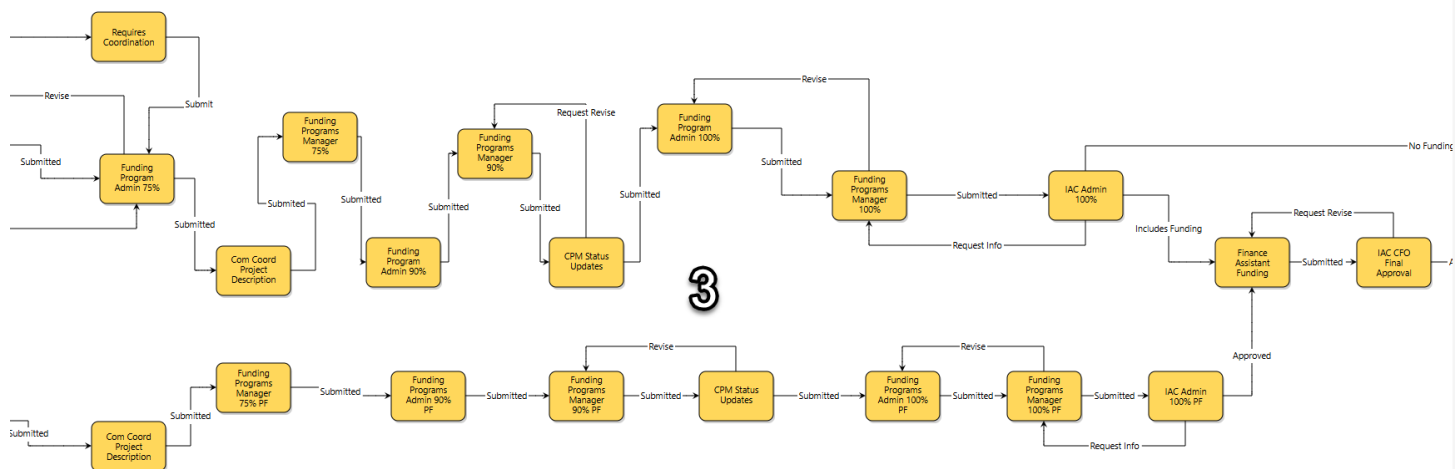
Schedule

Date given notice to proceed: Date Schematic Design submitted for review (estimated or actual): Date Design Development submitted for review (estimated or actual): Date Construction Documents submitted for review (estimated or actual): Actual construction start date:	Estimated Bid Opening date: Estimated construction start date: Estimated construction substantial completion date: Actual Bid Opening date: Actual project final completion date:	If you are unsure of the month and/or day, enter 01 (example: 01/01/YYYY). If you are unsure of the month and/or day, enter 01 (example: 01/01/YYYY). If you are unsure of the month and/or day, enter 01 (example: 01/01/YYYY).
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Process Workflow







Workflow Steps

- 5. Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner should complete all required fields and ignore the cost data at the bottom of the page as outlined in the instructions on the step.

6. **Decision Point:** In the start step, you will determine whether the project you are requesting funding for has had prior funding or not. The process will route the application accordingly.

No Prior Funding, Systemic Project

7. **Non-Systemic No Prior Funding:** The process initiator will continue to fill out the request. This layout will be specific to a project that is non-systemic, with no prior funding applied.

No Prior Funding, Systemic Project

8. **Systemic No Prior Funding:** The process initiator will continue to fill out the request. This layout will be specific to a project that is systemic, with no prior funding applied. The process will follow that same path that the No Prior Funding, Non Systemic.

No Prior Funding, Non-Systemic Project

9. **Non-Systemic No Prior Funding:** The process initiator will continue to fill out the request. This layout will be specific to a project that is non-systemic, with no prior funding applied.

No Prior Funding

10. **Funding Programs Admin Completeness Checklist:** Once the application has been completely filled out by the LEA, the Funding Programs Admin will check all data and documents for completeness. If there are any changes or questions, the assistant will send the process back with an explanation of what is needed.
11. **Funding Programs Manager:** The IAC FPM will review the application and all information for completeness prior to review by the team.
12. **IAC Planner Draft Eligible Enrollment:** The IAC Planner will add any needed information about the eligible enrollment. This and any other step can be viewed by the process initiator, but the information will not be editable.
13. **<1,000,000:** This is a conditional decision point that needs no action. This condition will route the process by the value of the project. If the project is over \$1,000,000, then it will go to the Office of School Facilities (OSF) for review. If it is below, then it will go straight to IAC review.
14. **OSF DGS Submission Information:** Both of these teams will update the application status and review the previous information.
15. **Initial Review:** A team from the IAC will review the application and add any issues that may arise. These issues will be available for the LEA to review and respond to in a later step.

16. **CFO Review:** The IAC CFO will review the issues and provide comments or questions.
17. **Communications Coordinator Issues Review:** The IAC Communications Coordinator will then review all of the CIP Requests Issues for completeness, and then push the process forward.
18. **Systemic Review?:** This is a conditional decision point that needs no action. The process will be routed again by the project type.
19. **LEA Facilities Planner:** The process initiator, depending on the project type, will be able to see all issues, comments, and questions. They will then be able to respond to any of these items.
20. **CPM Issues Resolution:** The CPM will then provide their review and add comments and questions to the issues list.
21. **Funding Programs Assistant 75%:** The FPA will add all recommended funding for this stage of the process.
22. **Communications Coordinator Project Description Update:** The IAC Communications Coordinator, will review and update if needed, the project description for publication.
23. **Funding Programs Manager 75%:** The FPM will add all recommended funding for this stage of the process.
24. **Funding Programs Assistant 90%:** The FPA will add all recommended funding for this stage of the process.
25. **Funding Programs Manager 90%:** The FPM will add all recommended funding for this stage of the process.
26. **CPM Updates Status:** The IAC Capital Projects Manage will review all issues once again and update their statuses.
27. **Funding Programs Assistant 100%:** The FPA will add all recommended funding for this stage of the process.
28. **Funding Programs Manager 100%:** The FPM will review and approve the CIP funding for this project.
29. **IAC Admin:** The IAC Administrator will populate approval information.
30. **Finance Assistant Funding:** The Finance Assistant will add the approved funding into the BMS cost module, where the funds will be available for contract approvals.
31. **IAC CFO Final Approval:** The IAC CFO will review the cost module and send the process to the end of the workflow.
32. **CIP Approval Mail Merge:** A copy of the request will be sent to the process initiator once the request has been fully processed. From there, the process will end.

Prior Funded Non-Systemic

33. **Non-Systemic Prior Funding:** The process initiator will continue to fill out the request. This layout will be specific to a project that is Non-systemic that has previously received funding.
34. **Funding Programs Assistant Prior Funding:** Once the application has been completely filled out by the LEA, the Funding Programs Assistant will check all data and documents

for completeness. If there are any changes, or questions, the assistant will send the process back with an explanation of what is needed.

35. **Funding Programs Manager Prior Funding:** The IAC FPM will review the application and all information for completeness prior to review by the team.
36. **Initial Review Prior Funding:** A team from the IAC will review the application and add any issues requiring LEA response. These issues will be available for the LEA to review and respond to in a later step.
37. **CPD Issues Review:** The IAC Capital Projects Director will review all issues and provide feedback.
38. **OSF DGS Submission Information:** The process will be routed to the DGS and OSF teams to provide all required information.
39. **Systemic Project With Prior Funding Conditional Step:** This is a conditional decision point that needs no action. This condition will route the process by whether the project is Systemic, or Non-systemic.
40. **LEA Issues Review:** The process initiator will be able to see all issues, comments, and questions. They will then be able to respond to any of these items.
41. **LEA Issues Review Systemic:** The process initiator will be able to see all issues, comments, and questions. They will then be able to respond to any of these items.
42. **CPM Issues Resolution Prior Funding:** The CPM will provide their review and add comments and questions to the issues list.
43. **Funding Programs Admin 75% PF:** The FPA will follow up on all comments and complete the issues grid.
44. **Communications Coordinator Project Description Update:** The IAC Communications Coordinator will review, and update if needed, the project description for publication.
45. **Funding Programs Manager 75% PF:** The FPM will add all recommended funding for this stage of the process.
46. **Funding Programs Assistant 90% PF:** The FPA will add all recommended funding for this stage of the process.
47. **Funding Programs Manager 90% PF:** The FPM will add all recommended funding for this stage of the process.
48. **CPM Updates Status:** The IAC Capital Projects Manager will review all issues once again and update their statuses.
49. **Funding Programs Assistant 100% PF:** The FPA will add all recommended funding for this stage of the process.
50. **Funding Programs Manager 100%PF :** The FPM will review and approve the CIP funding for this project.
51. **IAC Admin:** The IAC Administrator will populate approval information.
52. **Finance Assistant Funding:** The Finance Assistant will add the approved funding into the BMS cost module, where the funds will be available for contract approvals.
53. **IAC CFO Final Approval:** The IAC CFO will approve the application, and send the process to the end of the workflow.

54. **CIP Approval Mail Merge:** A copy of the request will be sent to the process initiator once the request has been fully processed. From there, the process will end.
55. **Finish**