

State of Maryland
Interagency Commission on School
Construction

Business Management System
Extension Request
Process User Guide



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

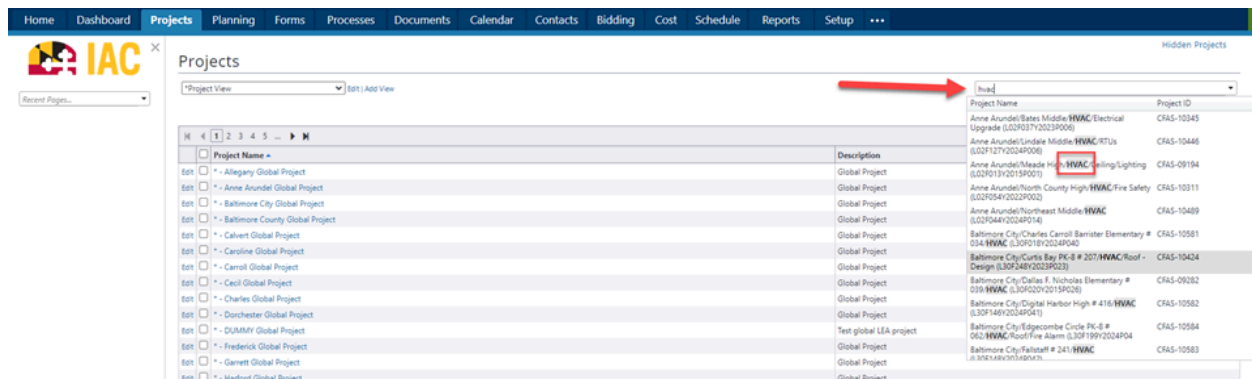
Extension Request Process

Purpose of Process

To request an extension to a deadline for the Healthy School Facility Fund, School Safety Grant Program, and Aging Schools Program.

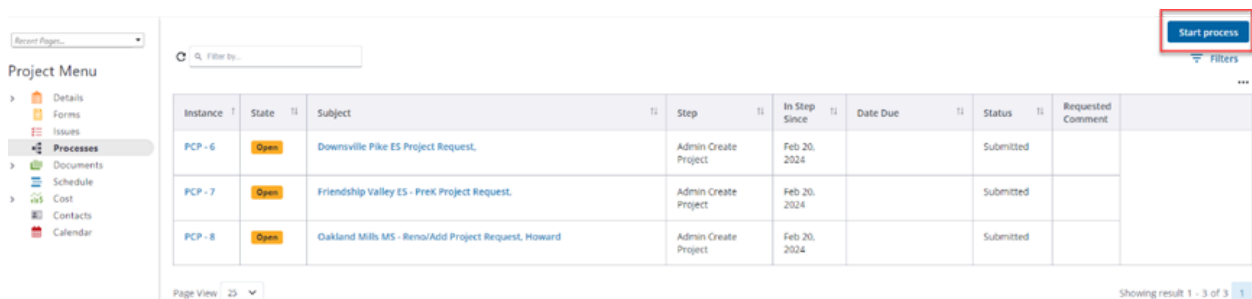
Starting the Process

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.

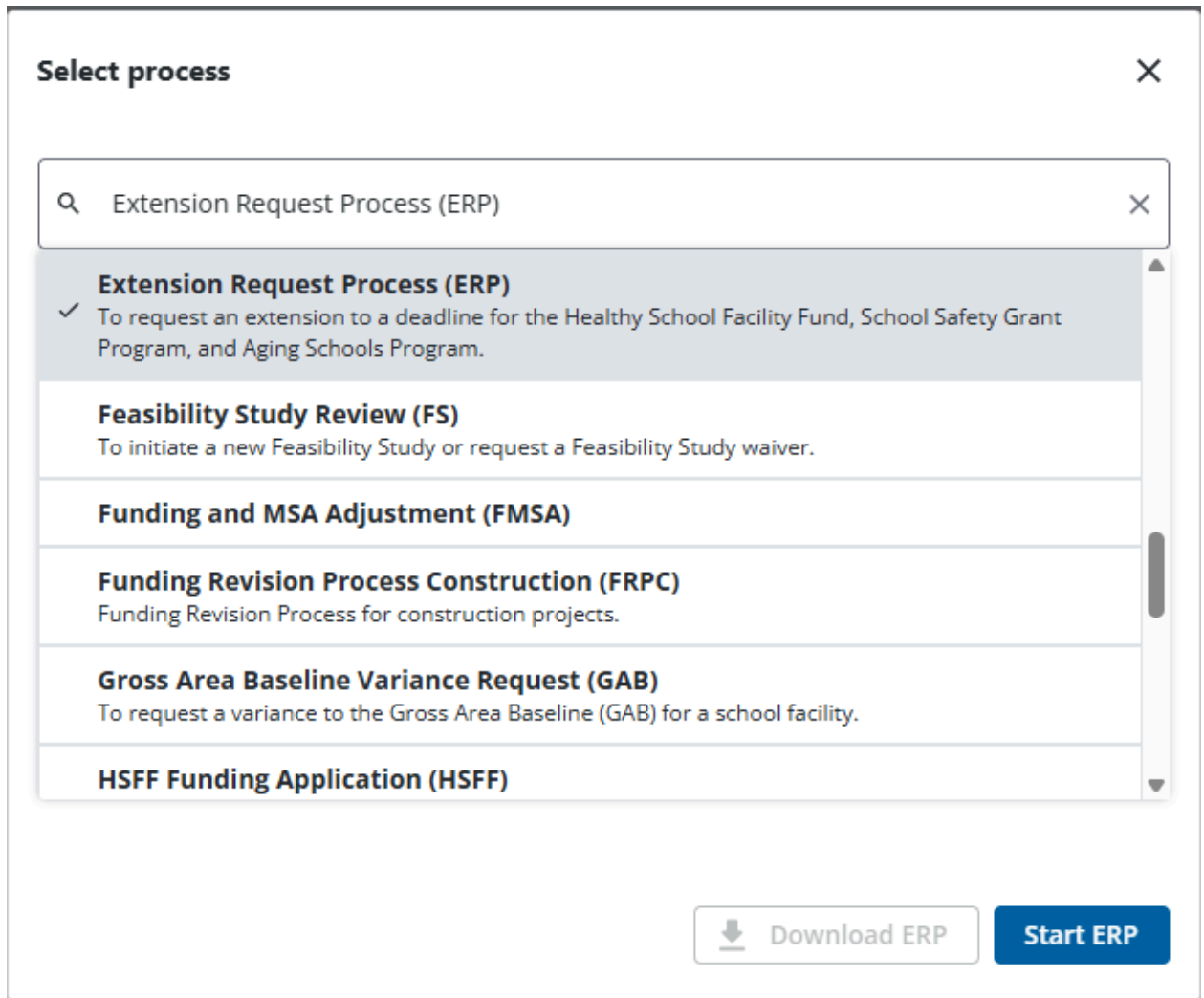


Once you are within that project, please use these steps to start the process.

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

Please fill out all required fields as well as the "Requested Deadlines" grid. This will allow you to request extensions for multiple "Request Types." Each request type will require its own row within the grid, so please fill out the requested information, then click add. This will allow you to add as many rows as needed.

Extension Request Process (ERP)

Start Process Print Submit Save Draft Cancel

Project: *Washington/Governor/ Mickey Memorial/ Overpass/ Project (014455669882211)
 Project Number: CFIS-1234
 Process: Extension Request Process

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

Expand All | Collapse All

This process is for requesting extensions to deadlines under the Healthy School Facility Fund, School Safety Grant Program, and Aging Schools Program. Please only submit requests for extensions to these program deadlines using this process. Please note: if the dates that have been requested in the "Request Letter", differ from the dates requested in this process, the dates from the letter will be used.

Data

* Please indicate the Fiscal Year (FY) for which the project received funding:
 FY 2020
 FY 2021
 FY 2022
 FY 2023
 FY 2024

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

* Please indicate the State Funding Program that you are requesting an extension to:
 Healthy School Facility Fund (HSFF)
 School Safety Grant Program (SSGP)
 Aging Schools Program (ASP)

* Please explain the reasoning for your extension request:
 "Segue UI", A... | 12px | B | U |

* Letter of Request: or

Requested Deadlines Download Template Import Delete

Show Filter | Select All Row Height: 12

To fill out the Extension Request Grid:

- Choose the "Request Type" from the provided Dropdown
- Identify the "Current Date"
- Identify the "Requested Date"
- Click "Add"

This will only submit one request, for multiple requests, you must add multiple rows by following the above steps for as many requests as you need.

#	Request Type	Requested Date
Grand Totals (0 Items)		

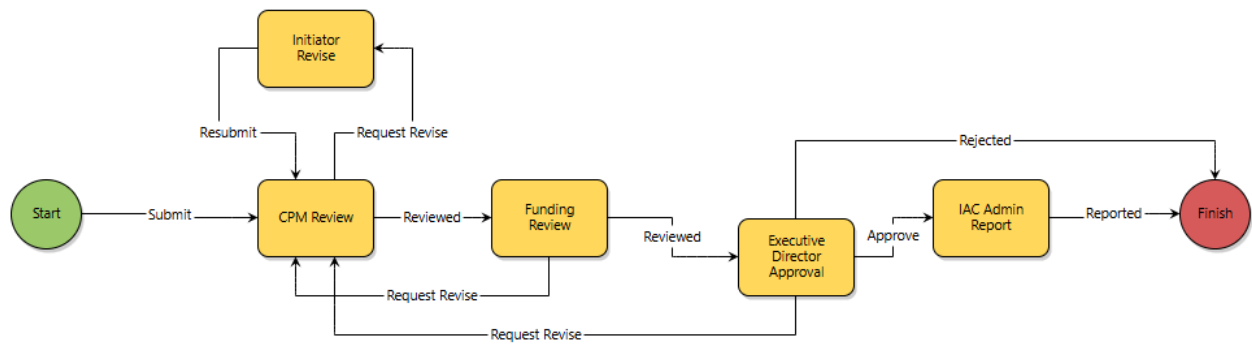
Add New Item for Requested Deadlines

* Request Type:

* Requested Date:

Print Submit Save Draft Cancel

Process Workflow



Workflow Steps

1. **Start: (Process Initiator)** Requested by the LEA Facilities Planner. The LEA Facilities Planner should complete all required fields including the "Requested Deadline" grid.
2. **CPM Review:** The IAC Capital Projects Manager will review all information and documents that were provided for completeness and correctness. If the CPM has any questions they will be able to send it back to the process initiator. If not, then they will send the process on to the next step.
3. **Funding Review:** The IAC Funding Programs Manager will review the request. If there are any questions they will be able to send it back to the process initiator. If not, then they will send the process on to the next step.
4. **Executive Director Approval:** The IAC Executive Director will review the request for final approval. If there are any questions then the process will be routed accordingly. If the request is approved, then it will go to the IAC Admin for processing.
5. **IAC Admin Report:** Once approved, the IAC Admin will add the "IAC Meeting" information as well as verify that the extension has been added to the project. Once complete, the admin will send the process to the end.