

**State of Maryland**  
**Interagency Commission on School  
Construction**  
**Business Management System**  
**Facility Status Change**  
**Process User Guide**



Interagency Commission on School Construction  
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This guide is available for download at [iac.mdschoolconstruction.org](http://iac.mdschoolconstruction.org)

# Facility Status Change Process

## Purpose of Process

To submit changes to the status of an existing school facility (such as name change, grade configuration, etc.).

## 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.

**Select process** [X]

Facility Status Change (FSC) [X]

✓ **Facility Status Change (FSC)**  
To submit changes to the status of an existing school facility (such as name change, grade configuration, etc.).

**FIDB Update Request (FIDB)**  
To submit a request to update the FIDB database in cases of discrepancies or additions.

**Healthy School Facility Fund (HSFF)**  
To request school construction funding from the Healthy School Facility Fund (HSFF).

**LEA MEA Pre-Assessment Document (PADUM)**  
This is for the LEA to drag and drop all MEA Pre-Assessment Documents.

**LEA MEA Responses Upload (MEARU)**  
This will be used by the LEA to submit all pre-assessment documents for the Maintenance Effectiveness Assessment.

[Download FSC] **Start FSC**

5. You will then be presented with the initial step of the process. Please review all data fields and make sure that you include all required information and documents, indicated by a red asterisk.

## Initial Submission Layout

6. The initial step will require you to state information that is important to the request. Please be sure to read each data field description carefully and populate all necessary information. This will include both comments and important documents. After you choose your LEA name, the PSC number and Facility Name dropdowns will be specific to your LEA.

## Facilities Status Change (FSC)

**Start Process** Print Submit Save Draft Cancel

Project: \*Washington/Governor/ Mickey Memorial/ Overpass/ Project (01445566988221)  
 Project Number: CFS-1234  
 Process: Facilities Status Change

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

Expand All | Collapse All

LEA name: Baltimore County

**Requester information**  
 Please provide the name and contact information of the person filling out this process and who should be contacted if additional information is needed.

\* Requester name:   
 \* Affiliation:  School System  County  
 \* Requester preferred email:   
 \* Requester phone number:

**Property Information**

\* PSC Number: If you do not know the PSC #, please access the IAC's Facility Inventory Database (FIDB) and search for the facility to find the PSC #. The FIDB can be accessed here: <https://www.devmschoolconstruction.org/web/facilitieslist>.  
 Enter in LOOF000 format. If you do not know the PSC #, enter TBD.  
 Please select...  
 Please select...

\* Facility name:   
 \* Property or site address: If no address is available, please provide a physical description of the property or tax parcel information.

\* Type of request:  
 Change of Name  
 Change of Educational Function  
 Program or School Closure  
 Grade Reconfiguration  
 Grant of Easement or Right of Way  
 Transfer of Property to Local Government  
 Disposal of Property (Sale/Gift)  
 Leasing or Renting BOE-Owned Property to Another Entity

Print Submit Save Draft Cancel

7. Once you have completed all required fields, click submit in the right hand corner of the submission page.
8. The next step of the process will be determined by the "Type of Request" data field. Please fill out all required fields that are specific to the "Type of Request."

The process will then be routed to the appropriate next step. You are able to follow the process as it goes through all steps by clicking the process instance with the Processes tab within the project.

**IAC** Project Processes \*Washington/Governor/ Mickey Memorial/ Overpass/ Project (014455) Unfinished Drafts | Import Processes

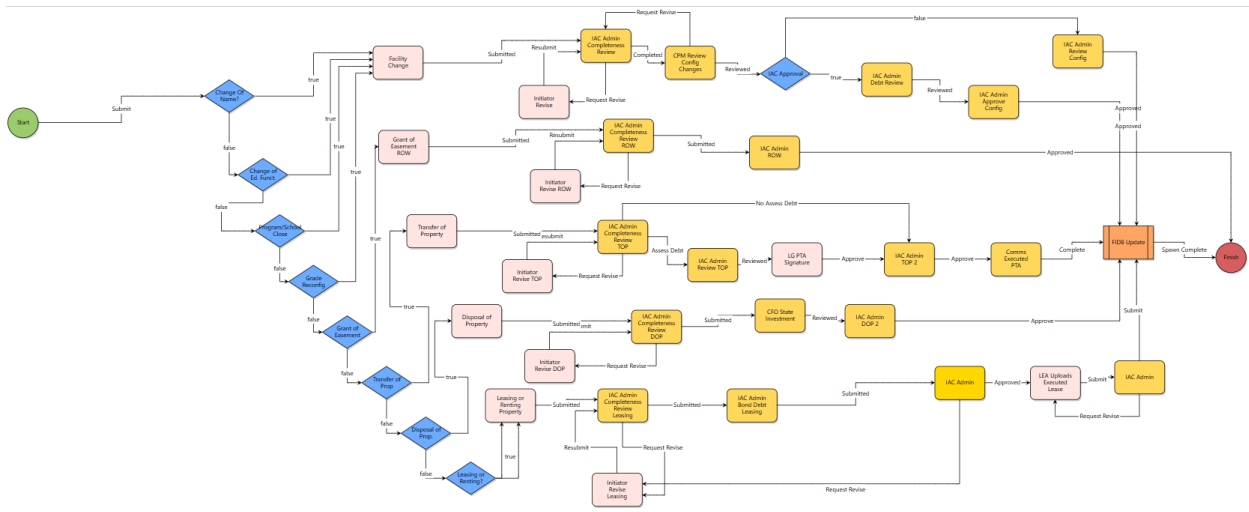
Start SRC Start process

Filter by... SRC

Instan...	State	TI	Subject	TI	Step	TI	In Step Since	TI	Date Due	TI	Status	TI	Requested Comment	TI
SRC - 10	Open		test of private doc		IAC Planning Completeness Check		Jun 4, 2024				Submitted			
SRC - 13	Open		Washington' State Rated Capacity08/09/2024		IAC Planner Review		Aug 9, 2024				Submitted			

Page View 100 Showing result 1 - 2 of 2

# Process Workflow



## Workflow Steps

1. **Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner will complete all required fields by adding pertinent data, and required documents.

## Change of Name Workflow

2. **Facility Change:** The LEA Facility Planner will fill in all data fields that are specific to the “Change of Name” request type. Once complete, the process will be routed to the IAC Admin for review
3. **IAC Admin Completeness Review:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
4. **CPM Review Config Changes:** The CPM will review the submission. If the CPM has any questions or if there is anything missing, they will be able to send the submission back to the IAC Admin for revision.
5. **IAC Approval:** This is a non-actor decision point. If the submission requires IAC approval, then the process will be routed to the IAC Admin for debt review. If the process does not require IAC approval, then it will be routed for configuration review.
6. **IAC Admin Debt Review:** The IAC Admin will check State Bond Debt as of the closure date, and route the process accordingly.
7. **IAC Admin Approve Configuration:** The IAC admin will then add the “Approved Motion” and the IAC approval date. Once complete, the process will be routed accordingly.
8. **FIDB Update:** Please see explanation at the end of this guide for instructions on how to find your FIDB Update process instance.

## Change of Educational Function Workflow

2. **Facility Change:** The LEA Facility Planner will fill in all data fields that are specific to the “Change of Educational Function” request type. Once complete, the process will be routed to the IAC admin for review
3. **IAC Admin Completeness Review:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
4. **CPM Review Config Changes:** The CPM will review the submission. If the CPM has any questions or if there is anything missing, they will be able to send the submission back to the IAC Admin for revision.
5. **IAC Approval:** This is a non-actor decision point. If the submission requires IAC approval, then the process will be routed to the IAC admin for debt review. If the process does not require IAC approval, then it will be routed for configuration review.
6. **IAC Admin Debt Review:** The IAC admin will check State Bond Debt as of the closure date and route the process accordingly.
7. **IAC Admin Approve Configuration:** The IAC Admin will then add the “Approved Motion” and the IAC approval date. Once complete, the process will be routed accordingly.
8. **FIDB Update:** Please see explanation at the end of this guide for instructions on how to find your FIDB Update process instance.

## Program or School Closure Workflow

2. **Facility Change:** The LEA Facility Planner will fill in all data fields that are specific to the “Program or School Closure” request type. Once complete, the process will be routed to the IAC admin for review
3. **IAC Admin Completeness Review:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
4. **CPM Review Config Changes:** The CPM will review the submission. If the CPM has any questions or if there is anything missing, they will be able to send the submission back to the IAC Admin for revision.
5. **IAC Approval:** This is a non-actor decision point. If the submission requires IAC approval, then the process will be routed to the IAC admin for debt review. If the process does not require IAC approval, then it will be routed for configuration review.
6. **IAC Admin Debt Review:** The IAC Admin will check State Bond Debt as of the closure date, and route the process accordingly.
7. **IAC Admin Approve Configuration:** The IAC admin will then add the “Approved Motion” and the IAC approval date. Once complete, the process will be routed accordingly.

8. **FIDB Update:** Please see explanation at the end of this guide for instructions on how to find your FIDB Update process instance.

## Grade Reconfiguration Workflow

2. **Facility Change:** The LEA Facility Planner will fill in all data fields that are specific to the "Grade Reconfiguration" request type. Once complete, the process will be routed to the IAC Admin for review
3. **IAC Admin Completeness Review:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
4. **CPM Review Config Changes:** The CPM will review the submission. If the CPM has any questions or if there is anything missing, they will be able to send the submission back to the IAC Admin for revision.
5. **IAC Approval:** This is a non-actor decision point. If the submission requires IAC approval, then the process will be routed to the IAC Admin for debt review. If the process does not require IAC approval, then it will be routed for configuration review.
6. **IAC Admin Debt Review:** The IAC Admin will check State Bond Debt as of the closure date, and route the process accordingly.
7. **IAC Admin Approve Configuration:** The IAC admin will then add the "Approved Motion" and the IAC approval date. Once complete, the process will be routed accordingly.
8. **FIDB Update:** Please see explanation at the end of this guide for instructions on how to find your FIDB Update process instance.

## Grant of Easement Workflow

2. **Grant of Easement ROW:** The LEA Facility Planner will fill in all data fields that are specific to the "Grant of Easement" request type. Once complete, the process will be routed to the IAC Admin for review
3. **IAC Admin Completeness Review ROW:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
4. **IAC Admin ROW:** The IAC admin will then add the "Recommended Motion" and the IAC approval date. Once complete, the process will be routed to the finish step, and the process will be complete as this will not require an update to the FIDB.

## Transfer of Property Workflow

2. **Transfer of Property:** The LEA Facility Planner will fill in all data fields that are specific to the "Transfer of Property" request type. Once complete, the process will be routed to the IAC Admin for review

3. **IAC Admin Completeness Review TOP:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
4. **IAC Admin Review:** The IAC Admin will fill in the data fields for “Outstanding State Debt,” “Total State investment as of 1972,” “STO Analysis,” and the “Draft Property Transfer Agreement” for review in the next step.
5. **LG PTA Signature:** Either the LEA Facility Planner or the LEA Finance Approver, will upload the “Locally Signed Property Transfer Agreement” and then submit the process.
6. **IAC Admin TOP 2:** The IAC Admin will then add the “Approved Motion” and the IAC approval date. Once complete, the process will be routed accordingly.
7. **Communications Coordinator Executed PTA:** The Communications Coordinator will review the submission and upload the final executed PTA, and then route the process to the final step.
8. **FIDB Update:** Please see explanation at the end of this guide for instructions on how to find your FIDB Update process instance.

## Disposal of Property Workflow

2. **Disposal of Property:** The LEA Facility Planner will fill in all data fields that are specific to the “Disposal of Property” request type. Once complete, the process will be routed to the IAC Admin for review
3. **IAC Admin Completeness Review DOP:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
4. **CFO State Investment:** The IAC CFO will add the “State Share of Disposition Proceeds” and then route the process accordingly.
5. **IAC Admin DOP 2:** The IAC Admin will then add the “Approved Motion” and the IAC approval date. Once complete, the process will be routed accordingly.
6. **FIDB Update:** Please see explanation at the end of this guide for instructions on how to find your FIDB Update process instance.

## Leasing or Renting Workflow

2. **Leasing or Renting of Property:** The LEA Facility Planner will fill in all data fields that are specific to the “Leasing or Renting of Property” request type. Once complete, the process will be routed to the IAC Admin for review
3. **IAC Admin Completeness Review Leasing:** The IAC Admin will review the submission for completeness. If there are any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.

4. **IAC Admin Bond Debt Leasing:** The IAC Admin will fill in the data fields for “Outstanding State Bond Debt as of transfer date,” “Total State investment as of 1972,” and the “STO Analysis” for review in the next step.
5. **IAC Admin:** The IAC admin will then add the “Approved Motion” and the IAC approval date. Once complete, the process will be routed accordingly. If the Admin has any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision.
6. **LEA Uploads Executed Lease:** In this step the process initiator will upload the executed lease, and then route the submission to the IAC Admin for approval.
7. **IAC Admin:** The IAC Admin will review the executed lease for review and approval. If the Admin has any questions or if there is anything missing, they will be able to send the submission back to the process initiator for revision. If the submission is correct, the Admin will then push the process to the next step.
8. **FIDB Update:** Please see explanation at the end of this guide for instructions on how to find your FIDB Update process instance.

## FIDB Update Process

This process, if prompted by the “Type of Request,” will route the submission to “Spawn” (aka start) a new FIDB Update process. This will be done automatically, and does not require any more steps. However, you will need to find the newly started process, and complete the first step. The “Spawn” step will not only start the process, but it will fill in most of the required data fields.

Here are the steps to find the process instance.

1. Go to the “Process” tab within your “Global LEA Project.”
2. In the process tab, look for the newly created “FIDB” process, which will be in draft status.

Trimble Unity Construct

Home Projects **Processes** Documents Contacts Cost Reports Setup ...

Project Processes "Washington/Governor/ Mickey Memorial/ Overpass/ Project (L014455)"

Filter Processes Filter by... FIDB Draft Open Closed

Start FIDB Start process

PROCESSES REPORTS

Instan...	State	Subject	Step	In Step Since	Date Due
FIDB	Draft	Site Review, Acquisition of banked land, or land intended for a school for which the LEA will NOT request Local Planning approval within 3 years' (SAP - 10)			
FIDB	Draft	Site Review, Acquisition of banked land, or land intended for a school for which the LEA will NOT request Local Planning approval within 3 years' (SAP - 9)			
FIDB - 19	Open	Boyd J. Michael, III Technical HighMultiple Project Update =No. FIDB Update Request - 2. Change/Edit Facility	Change/Edit Facility	Jul 18, 2025	

Page View 100 Showing result 1 - 3 of 3

- If you cannot find the process instance, then use the filters on the right hand side to filter only "FIDB" processes.

Trimble Unity Construct

Home Projects **Processes** Documents Contacts Cost Reports Setup ...

Project Processes "Washington/Governor/ Mickey Memorial/ Overpass/ Project (L014455)"

Filter Processes Filter by... FIDB Draft Open Closed

Start FIDB Start process

PROCESSES REPORTS

Instan...	State	Subject	Step	In Step Since	Date Due
FIDB	Draft	Site Review, Acquisition of banked land, or land intended for a school for which the LEA will NOT request Local Planning approval within 3 years' (SAP - 10)			
FIDB	Draft	Site Review, Acquisition of banked land, or land intended for a school for which the LEA will NOT request Local Planning approval within 3 years' (SAP - 9)			

Page View 100 Showing result 1 - 3 of 3

Filters (4) Reset X

Process

FIDB : FIDB Update Request X

All Processes

In My Court

Initiated By Me

Draft

Open

Closed

Status

search statuses

Step

search steps

Live view

Cancel Apply

- Click on the process link and this will open up your draft "FIDB" process. Once open, please fill in any required fields and then click "Submit" in the same way as described in the beginning of this guide.

# FIDB Update Request (FIDB)

**Start Process** Print Copy Show Workflow Submit Save Draft Delete Draft Cancel

Project:	*Washington/Governor/ Mickey Memorial/ Overpass/ Project (L0144556699882211)
Project Number:	CHS-1234
Process:	FIDB Update Request
Subject:	Site Review, Acquisition of banked land, or land intended for a school for which the LEA will NOT request Local Planning approval within 3 years' (SAP - 10)

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

Expand All | Collapse All

**Request Type**

Please choose the type of request from the dropdown provided. The process will then be routed to a second step, in which you will add the pertinent information.

Please note that completed construction projects are required to be submitted to the IAC by the LEA in late summer, if you wish to have a completed project reflected in the FIDB prior to that annual update, please submit the following information through this process:

- PSC
- Facility Name
- Project Type
- Project Subtype
- Occupancy date (mm-dd-yyyy)
- Sqft impacted
- If renovation, please provide the history of the sqft that was renovated (original construction and/or previous renovation dates and sqft impacted).

**Request Type:**

**Is this a "Multi Project" update?**  
 Yes  No

Multi Project Update Spreadsheet:  or

Print Copy Show Workflow Submit Save Draft Delete Draft Cancel