

**State of Maryland**  
**Interagency Commission on School  
Construction**  
**Business Management System**  
**Feasibility Study Review**  
**Process User Guide**



Interagency Commission on School Construction  
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Baltimore, MD 21201  
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This guide is available for download at [iac.mdschoolconstruction.org](http://iac.mdschoolconstruction.org)

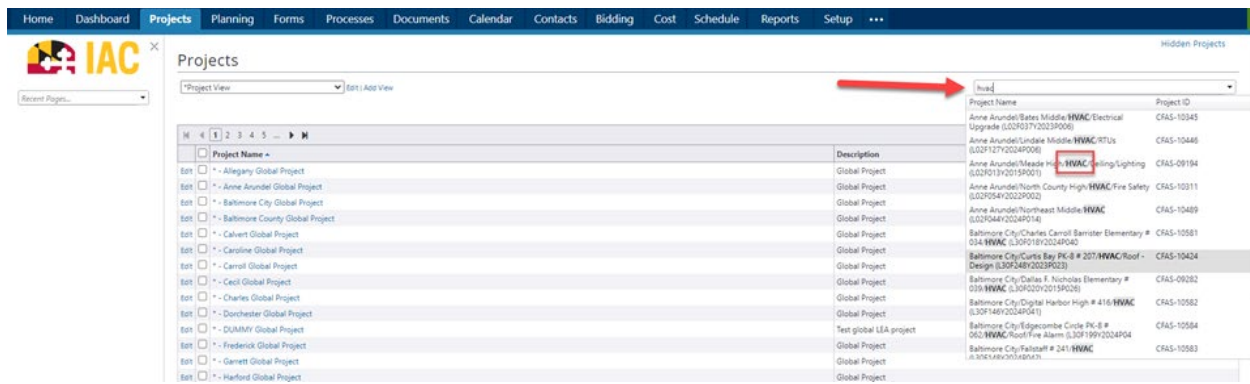
# Feasibility Study Review Process

## Purpose of Process

To initiate a new Feasibility Study or request a Feasibility Study waiver.

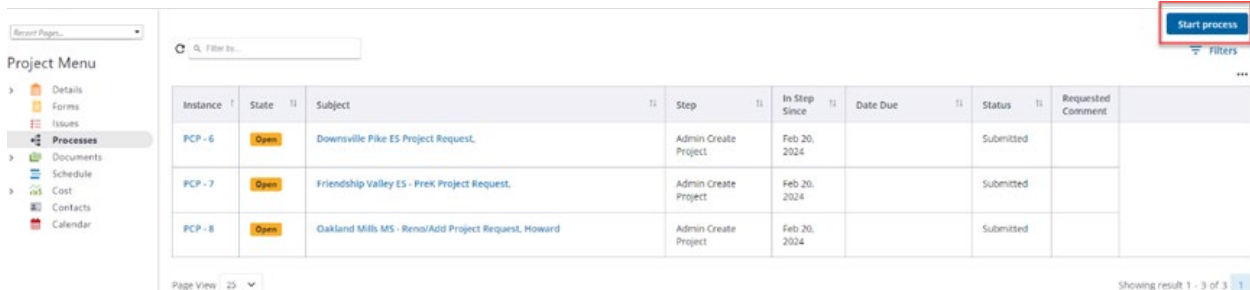
## Starting the Process

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 will 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 left side 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.

Select process
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For submission and review of Design Development documents (DDs).

**Ed Spec Process (EDSP)**  
For submission and review of Educational Specifications (Ed Specs).

**Emergency Management Shelter Compliance Process (EMSC)**  
For any project involving a replacement or upgrade of the electrical system, emergency management shelter compliance requirements must be met.

**Feasibility Study Review (FS)**  
To initiate a new Feasibility Study or request a Feasibility Study waiver.

**Gross Area Baseline Variance Request (GAB)**  
To request a variance to the Gross Area Baseline (GAB) for a school facility.

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

↓ Download FS

Start FS

- 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

The submission of the review is a two step process. The initial step you will be asked whether you are requesting a “Feasibility Study”, or a “Feasibility Study Waiver”. Your response to the question will determine the next of the two step process. Once you have answered the question, then click the “Submit” button in the upper right.

Feasibility Study Review (FS)

Print Check Spelling Submit Save Draft Cancel

Project:	*Governor Mickey Memorial Overpass Project (L014455669880211)
Project Number:	CFS-1234
Process:	Feasibility Study Review

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

Expand All | Collapse All

\* Is this a Feasibility Study, or Feasibility Study Waiver Request For Review:
  Feasibility Study
 Feasibility Study Waiver

Print Check Spelling Submit Save Draft Cancel

## Second Step, Feasibility Study

To finish submitting your request, you will be asked to upload all necessary documents required. Please pay attention to how the documents are to be uploaded. Some are required as PDFs while others are required as Excel documents. You will also be required to add information about an Ed Spec process. This is important as the Ed Spec process is a prerequisite to submit this process. Once complete, please take the Submitted action in the top right hand corner.

Feasibility Study Review (FS) - 7

Delete Instance    Workflow Override    All Fields View

Submitted    Take Action    Check Spelling    Print    Copy    Delegate    Save    Cancel

Project: "Governor Mickey Memorial Overpass Project (L014455669980211)"	Project Number: CFS-1234
Process Document: FS - 7	Overall Due Date:
Current Workflow Step: Feasibility Study   Current Actors	Step Due Date:
Subject: "Governor Mickey Memorial Overpass Project (L014455669980211) Feasibility Study"	
Status: Submitted	

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

Expand All | Collapse All

Is this a Feasibility Study, or Feasibility Study Waiver Request For Review: Feasibility Study

**Education Specification**

Please note that submission of an educational specification is a prerequisite for feasibility study approval. If you have not submitted an educational specification, please begin the Ed Spec process immediately before proceeding with submission of the FS

\* Has the Educational Specifications been submitted and reviewed by the OSF?:  Yes  No

**Sent as PDFs**

\* Feasibility Study: [https://fac.mdschoolconstruction.org/?page\\_id=616](https://fac.mdschoolconstruction.org/?page_id=616)  
: Drag and drop file here or [Browse Computer](#) [Browse e-Builder](#)

\* Is this school facility in or adjacent to a historic district (local or State?):  Yes  No

\* Does this school facility have a portion of the building that is older than 1960?  
If available, determination of historical significance by Maryland Historical Trust: : Drag and drop file here or [Browse Computer](#) [Browse e-Builder](#)

\* Does this school facility have a historic designation (local or State?):  Yes  No

\* Copy of Local Board of Education Action: Please note that the BOE approval must clearly identify either acceptance of the feasibility study and its recommended option or the option selected by the board and rationale for deviating from the option recommended by the feasibility study.  
: Drag and drop file here or [Browse Computer](#) [Browse e-Builder](#)

**Sent As Excel Documents**

Excel Proposed Program Space Summary if none previously submitted: : Drag and drop file here or [Browse Computer](#) [Browse e-Builder](#)

\* Thirty-Year Life Cycle Cost Comparisons for all options: : Drag and drop file here or [Browse Computer](#) [Browse e-Builder](#)

Submitted    Take Action    Check Spelling    Print    Copy    Delegate    Save    Cancel

## Second Step, Feasibility Study Waiver

To finish submitting your request, you will be asked to upload all necessary documents required. Please pay attention to how the documents are to be uploaded. Some are required as PDFs while others are required as Excel documents. You will also be required to add information about an Ed Spec process. This is important as the Ed Spec process is a prerequisite to submit this process. Lastly, once you have added all required documents and data, you will be asked to provide any anticipated changes to enrollments. Once complete, please take the Submitted action in the top right hand corner.

Delete Instance Workflow Override All Fields View

Project: *Governor Mickey Memorial Overpass Project (LD1445569982211) Process Document: FS - 8 Show History   Current Actors Current Workflow Step: Feasibility Study Waiver Request Show Workflow Diagram Subject: *Governor Mickey Memorial Overpass Project (LD1445569982211) Feasibility Study Waiver Status: Submitted	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Submitted</div> <span>Take Action</span> <span>Check Spelling</span> <span>Print</span> <span>Copy</span> <span>Delegate</span> <span>Save</span> <span>Cancel</span>
Project Number: CFS-1234	Overall Due Date:
Step Due Date:	

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

Expand All | Collapse All

**Education Specification**

Please note that submission of an educational specification is a prerequisite for feasibility study waiver approval unless an LEA has requested and received approval to proceed to a feasibility study waiver request prior to educational specification submission.

\* Has the Educational Specifications been submitted and reviewed by the OSF?:  Yes  No

**Feasibility Study Waiver Request Sent as PDFs**

\* Request letter with narrative describing the salient deficiencies of the existing building which precluding renovation or addition, which can include capacity issues, structural concerns, envelope limitations, floor height limitations, accessibility, and other factors.  
 Drag and drop file here or Browse Computer Browse e-Builder

\* Site plan or aerial image of existing site with indications of site boundaries:  
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\* Simple floor plan of the existing building:  
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\* Photographs documenting deficiencies of the existing building:  
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\* Is this school facility in or adjacent to a historic district (local or State?):  Yes  No

\* Does this school facility have a portion of the building that is older than 1960?:  Yes  No

If available, determination of historical significance by Maryland Historical Trust:  
 Drag and drop file here or Browse Computer Browse e-Builder

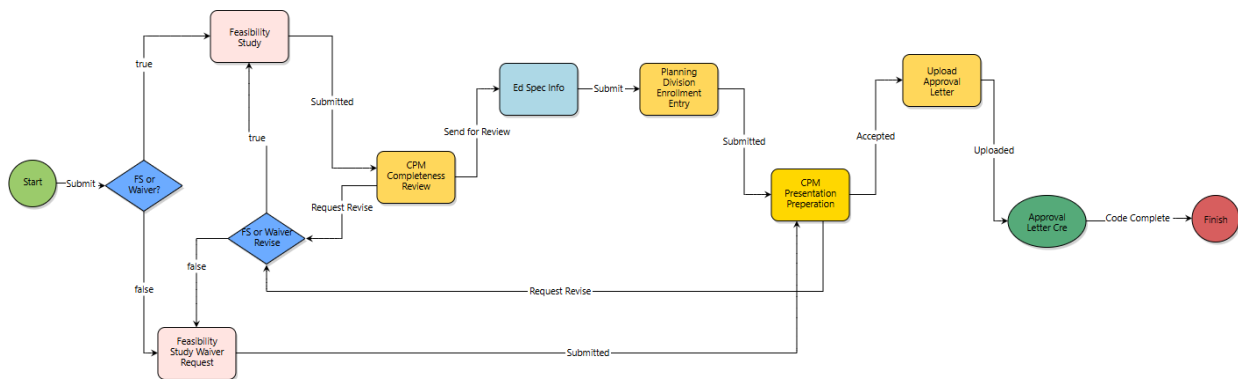
\* Does this school facility have a historic designation (local or State?):  Yes  No

IAC staff will use the most recent LEA enrollment projections to determine projected eligible enrollment for planning purposes.

Do you anticipate any changes to enrollment projections for this facility? Please describe:

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## Process Workflow



## Workflow Steps

1. **Start (Process Initiator):** Initial submission of the Feasibility Study Process. Requested by the LEA Facilities Planner. The Planner will choose whether this is a feasibility study request, or a waiver.
2. **FS or Waiver (Conditional Step):** This is a conditional step that will check to see if this instance is for a "Feasibility Study", or a "Feasibility Study Waiver". Depending on the outcome, the process will be routed accordingly.
3. **Feasibility Study (Process Initiator):** LEA Facilities Planner will add all required information and documents and submit the request.

4. **FS or Waiver (Conditional Step):** This is a conditional step that will check to see if this instance is for a “Feasibility Study”, or a “Feasibility Study Waiver”. Depending on the outcome, the process will be routed accordingly.
5. **Feasibility Study Waiver Request (Process Initiator):** LEA Facilities Planner will add all required information and documents and submit the **Waiver** request.
6. **CPM Completeness Review:** The request will be reviewed for completeness. If the CPM needs a revision or requires more information, then the request will be sent back to you. You will receive a notification when this happens.
7. **Ed Spec Info:** The OSF Admin will review the request, and confirm that all Ed Spec information has been added.
8. **Planning Division Enrollment Entry:** The IAC Planner will review the information and add “Planning Review of Enrollment” information. This will include but is not limited to an estimated enrollment projection.
9. **CPM Presentation Preparation:** The CPM will use all provided information to prepare for an internal presentation on the process. This will be used in the upcoming steps.
10. **Upload Approval Letter:** If approved, the IAC Field Admin will upload the determination letter, and push the process to completion. On completion, the process initiator will be notified of the determination, and will have access to the letter.
11. **Approval Letter Creation: (Automated Step):** This step will automatically send a copy of the “Final Approval Letter” to the process initiator, and then will close out the process.