

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
Healthy Schools Facility Fund
User Guide



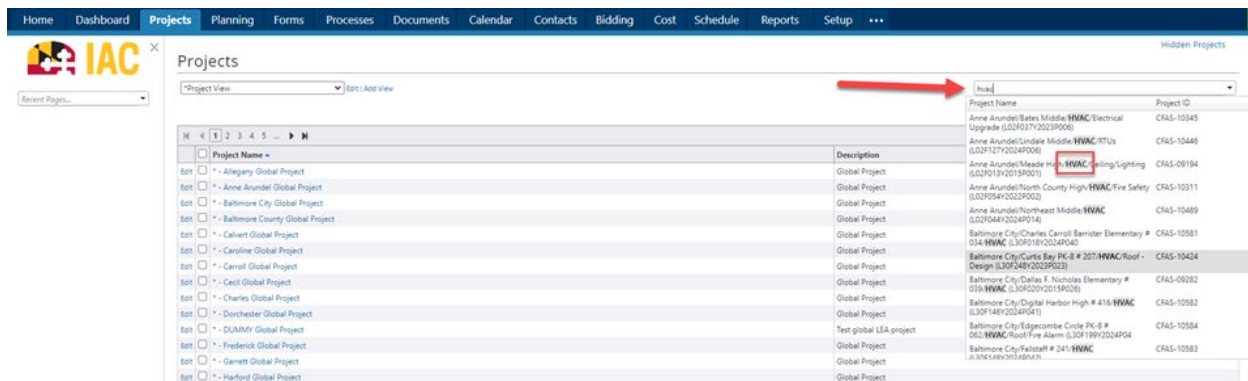
Interagency Commission on School Construction
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This guide is available for download at iac.mdschoolconstruction.org

Healthy Schools Facilities Fund Process

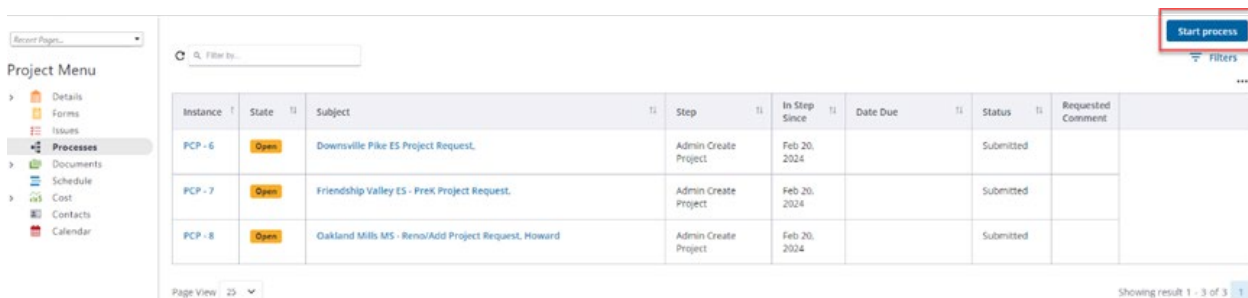
Starting the Process

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.

- In the Project Menu, select the “Processes” tab.
- In the “Project Processes” home screen, click on the start process tab which is situated in the top right corner of the page.



- 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.
- Choose the process by clicking on the name.

Select process

Healthy School Facility Fund (HSFF)

For annual submission and review of LEA Educational Facilities Master Plans (EFMP).

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).

Invoice/Reimbursement Request (INV)
To request payment of awarded school construction project funds.

Download

Start HSFF

- 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

Healthy School Facility Fund (HSFF)

Start Process Print Check Spelling Submit Save Draft Cancel

Project:	*Governor Mickey Memorial Overpass Project (0714455669802211)
Project Number:	CFS-1234
Process:	Healthy School Facility Fund

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

Expand All | Collapse All

All Project requests must be accompanied by supporting documentation, uploaded to the documents tab of this process. Examples of required documentation include: the results of lead testing as conducted per the requirements of State and federal regulations, mold testing reports by licensed industrial hygienists, elevated moisture content testing reports, indoor air quality assessment reports, and work order history.

Requests for roof replacement must be accompanied by supporting documentation, including:

- The reports from any roof inspections conducted during the last 36 months;
- The preventative-maintenance plan for the roofing system;
- All preventive and corrective work orders pertaining to the roof from the last 36 months;
- All information about the roof from any contractors or vendors that have provided service on the roof during the last 36 months;
- Drawings of the area to be repaired/replaced to include measurements of the affected square footage and all rooftop units in the affected area(s);
- The expected-useful-lifespan (EUL) and most recent remaining-useful-lifespan (RUL) figures pertaining to all portions of the facility's roof as recorded in the IAC's statewide facilities assessment database.

Projects impacting boilers, chillers, or any HVAC system components must be accompanied by supporting documentation, including:

- The year of service (year installed) should be provided for each system or unit.
- The preventative-maintenance plan for the system.
- A log or report of all preventative and corrective work orders pertaining to the system for the last 36 months.
- All information about the system from any contractors or vendors that have provided service on the system during the last 36 months.
- The expected-useful-lifespan (EUL) and most recent remaining-useful-lifespan (RUL) figures pertaining to all portions of the system as recorded in the IAC's statewide facilities assessment database.
- Any engineering reports that have been developed to identify the problem and recommend a solution.

Application Information

Funding Year:	2025
Project type:	-- Please select an option --
Priority:	
Description/Justification:	<p>Rich text editor with toolbar (Bold, Italic, Underline, etc.)</p>
Alternative Solution:	<p>What else can be done to correct this problem?</p> <p>Rich text editor with toolbar (Bold, Italic, Underline, etc.)</p>
What caused this problem?:	<p>Normal wear and tear, poor contractor performance, poor materials, improper maintenance, etc.</p> <p>Rich text editor with toolbar (Bold, Italic, Underline, etc.)</p>
Consequences if this project is not approved:	<p>Check all that apply</p> <ul style="list-style-type: none"><input type="checkbox"/> 1 - Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.<input type="checkbox"/> 2 - System is currently adversely affecting the delivery of educational programs & services.<input type="checkbox"/> 3 - System is currently causing serious threats to life, safety, or health of facility occupants.<input type="checkbox"/> 4 - System is currently causing violations of building or other official codes.<input type="checkbox"/> 5 - System is currently causing or will imminently cause damage to other building systems.<input type="checkbox"/> 6 - Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.
Facility closure(s):	<p>Confirm whether the school facility closed during the school year due to issue(s) identified in the scope of work.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

If so, date facility was closed from:

Date facility was reopened:

Date of prior State Funding of building system:

Provide the date the building system was last replaced with State funds.

- Has Design been completed?:
- Is Design funding being requested?:
- LEA total construction cost estimate:
- LEA Design Cost Requested:
- State HSFF \$ Requested:
- Local HSFF \$ Approved:
- Anticipated date work begins:
- Anticipated Bid Date:

Healthy School Facility Funding Checklist

Please use this checklist as a reference for required documents and information. The checklist has been broken down by project type, and you are only required to address the fields for that specific project type. All required documents can be uploaded into the "Documents" tab within this request.

Healthy School Facility Fund (HSFF)

Start Process:

Project:
 Project Number:
 Project:

Documents:

Immediate Life/Safety/Health Environmental Risk (*Reach out to the MDE to confirm the Lead consumption level to determine if it falls under immediate health risk - level at/above 20 ppb or lead level is above 5 ppb)

Is the Lead at/above 20 ppb?: Yes No N/A

Is there a Lack of AC (School Closure): Yes No N/A

Other environmental risks:

Lead in water Above 5ppbs

Is the Lead above 5 ppbs: Yes No N/A

Results of lead testing:

Roofs

Has there been Roof Inspections during last 36 months: Yes No N/A

Is there a Preventive maintenance plan?: Yes No N/A

Is there Preventive and corrective work orders or list of vendors that serviced during last 36 mths?: Yes No N/A

Are There Drawings of area to be repaired and rooftop units inspected?: Yes No N/A

Age of roof and type:

Expected useful lifespan and most recent remaining useful lifespan (RUL):

Lack of, unreliable, or sufficient A/C

Detailed description:

"Segue UI", A., 12px

Have there been Inspections on the systems performed in the last 36 mths: Yes No N/A

Year in service (year units installed):

Unreliable or insufficient heating

Preventative and corrective work orders from the last 36 months provided?: Yes No N/A

Inspections on these systems were performed within the last 36 months?: Yes No N/A

Temperature regulation

Temperature regulation Preventative and corrective work orders from the last 36 months: Yes No N/A

Temperature regulation Year of service:

Inspections on these systems were performed within the last 36 months?: Yes No N/A

Plumbing, including pipe insulation

Mold testing reports by licensed industrial hygienists: Yes No N/A

Inspection and work order history provided?: Yes No N/A

Indoor air quality assessment reports: Yes No N/A

Elevated moisture content testing reports provided?: Yes No N/A

Indoor air quality, including remediation of indoor pollutants
 Were the Indoor air quality assessment reports provided?: Yes No N/A

Windows
 Indoor Air Quality Assessment Reports provided?: Yes No N/A
 Number of windows/doors and year of service:
 Were inspection and work order history provided?: Yes No N/A

Any information seen below is for IAC purposes only. Please disregard.

Budget Change Details
 * Budget Change Number: H5FF - 00007
 Reason Code: Healthy Schools (Changes)
 Status: Draft
 * Date Of Change: 04.15.2024

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)
CP FY 2022		20,005.00		0.00	
CP FY 2023		20,000.00		0.00	
FY 2025	Bond Funds	205.00		0.00	
Local Fund	REVO Funds	1,200,350.00		0.00	
Test Funding Source		0.00		0.00	
Totals		1,240,560.00		0.00	

Budget Change Items
 There are no budget change items.

Recalculate All | Add All Line Items | Add Item

Print | Check Spelling | Submit | Save Draft | Cancel

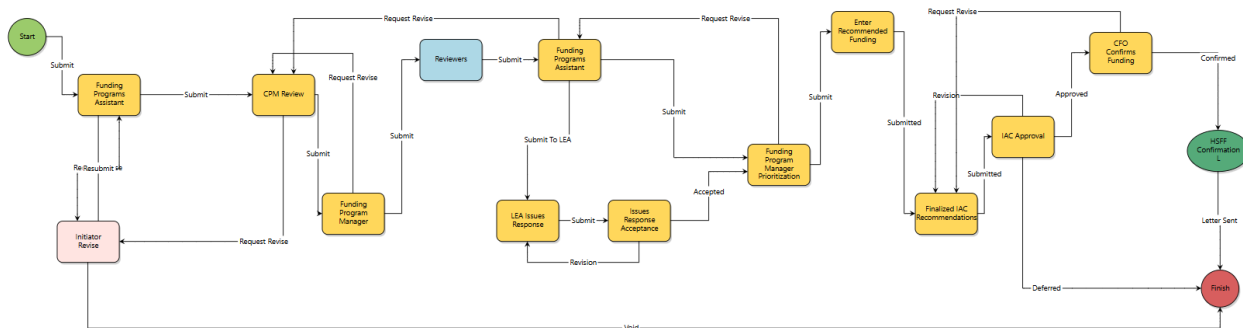
- Fill out all pertinent information, which includes a Healthy Schools Facility Funds Checklist. This checklist was created for all project types. Please fill out only the portion of the checklist that corresponds to your specific type.
- Please pay close attention to all required fields, which will be notated by the red asterisk.
- Once finished, submit the process using the “Submit” button which will be in the top right corner.
- If for any reason during the filling out of the process fields, you can save your work by clicking on the save button in the top right corner.

Healthy School Facility Fund (HSFF)

Start Process Print | Check Spelling | **Submit** | Save Draft | Cancel

Project: *Governor Mickey Memorial Overpass Project (501445569988211)
 Project Number: CFS-1234
 Process: Healthy School Facility Fund

Process Workflow



Workflow Steps

- **Start:** Initial submission of the HSFF request. Requested by the LEA Facilities Planner. The Planner will fill out all information, including the request checklist.
- **Funding Programs Assistant:** The request will be reviewed for completeness.
 - If the Programs Assistant needs a revision or requires more information, then the request will be sent back to you. You will receive a notification if this happens.
- **CPM Review:** The CPM will review the request, and add any comments or issues to be reviewed by the team.
- **Funding Programs Manager:** The Programs Manager will review the request, and add any comments or issues to be reviewed by the team.
- **Reviewers Step:** a team will review the request, verify information, and compile a list of possible issues. This list will be available to review later on in the process.
- **Funding Programs Assistant:** Will compile the list of review issues and comments for the LEA to review.
- **LEA Issues Response: (Process Initiator)** The process initiator will be able to review all issues and comments, and then will be able to provide a response to each.
- **Issues Response Acceptance:** In this step, the Capital Projects Manager will review and accept any changes that the process initiator has added to the issues list.
- **Funding Program Manager Prioritization:** Will then take in all issues and comments, and prioritize the possible funding.
- **Enter Recommended Funding:** The funding programs assistant, will then enter the recommended funding for the request
- **Finalized IAC Recommendations:** The Funding Programs Manager will enter the "Finalized IAC Recommendations".
- **IAC Approval:** The IAC Administrator will review the application, and will wait for approval. Once approved, the admin will add the approval date to the application.
- **CFO Confirms Funding:** The IAC CFO Will review and provide final approval.
- **HSFF Confirmation: (Automated Step)** This is an automated step that will send the process initiator a copy of the "Approval Letter" along with an email confirmation.