

**State of Maryland**

**Interagency Commission on School  
Construction**

**Business Management System**

**LEA SFA Pre-Assessment Document Upload  
and LEA MEA Pre-Assessment Document  
Upload**

**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](http://iac.mdschoolconstruction.org)

# LEA MEA and SFA Pre-Assessment Document Upload

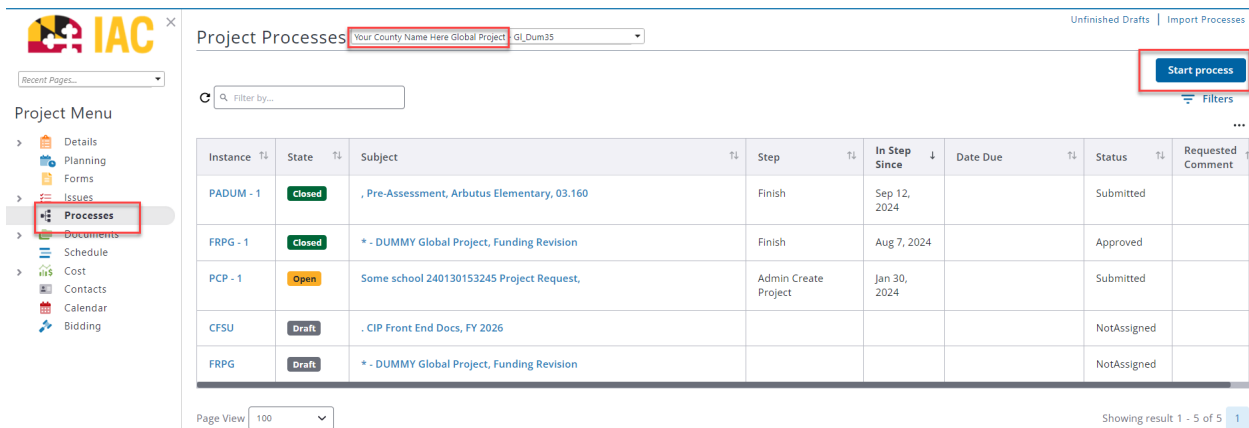
## Purpose of Process

These processes will be used by the LEA to submit all pre-assessment documents to the Assessment and Maintenance Administrator.

## Starting the Process

To start both of these processes, 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.

- In the Project Menu on the left side of the page, select the “Processes” tab.
- 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 'Project Processes' interface. On the left is a 'Project Menu' with 'Processes' highlighted. The main area displays a table of processes with columns for Instance, State, Subject, Step, In Step Since, Date Due, Status, and Requested Comment. A 'Start process' button is visible in the top right corner.

Instance	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
PADUM - 1	Closed	, Pre-Assessment, Arbutus Elementary, 03.160	Finish	Sep 12, 2024		Submitted	
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	
CFSU	Draft	- CIP Front End Docs, FY 2026				NotAssigned	
FRPG	Draft	* - DUMMY Global Project, Funding Revision				NotAssigned	

1. 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.
2. Choose the process by clicking on the correct name.
3. There will be several options for you to choose from in the process dropdown, so please choose either the, “LEA MEA Pre-Assessment Document Upload”, or the “LEA SFA Pre-Assessment Document Upload” depending on the type of assessment.

**Select process** [X]

Q LEA MEA Pre-Assessment Document Upload (PADUM) [X]

- ✓ **LEA MEA Pre-Assessment Document Upload (PADUM)**
- LEA SFA Pre-Assessment Document Upload (PADUS)**  
This will be used by the LEA to submit all pre-assessment documents to the Assessment and Maintenance Administrator.
- Project Creation Process (PCP)**  
To initiate the creation of a new school construction project.
- Site Review Process (SRP)**
- SSGP Contract Approval (SSGP)**
- State Rated Capacity (SRC)**  
To submit a request to establish or update the State Rated Capacity for a facility. Calculation of the official approved State Rated Capacity will be determined by IAC staff in accordance with

[Download PADUM] [Start PADUM]

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

## Initial Submission Layout

Your initial step will require you to identify the school name and PSC number that you will be uploading files for. The dropdowns for both of these fields are set up so that you will only need to choose the "School Name", and then the PSC Number will be chosen for you. You will still need to click on the "PSC Number" field but there will just be one option. The school names are in alphabetical order, so there will be some scrolling required, however if you start to type the first few letters of the school name, the list should be shortened.

Once you have chosen the "School Name", and the "PSC Number", you will then be able to drag and drop the documents into the "Document" tab.

There are extensive instructions on how to do this in the Initial Submission Layout.



e-Builder. mickey.meredith@maryland.gov

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

Project Processes Your County Name Here Global Project - GLDum35

Recent Pages... Filter by... PADUM Filters

Project Menu

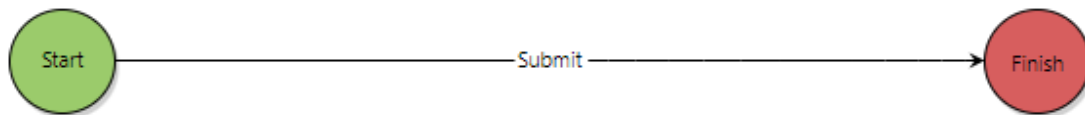
- Details
- Planning
- Forms
- Issues
- Processes**
- Documents
- Schedule
- Cost
- Contacts
- Calendar
- Bidding

PROCESSES REPORTS

	Instance	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
<input type="checkbox"/>	PADUM - 1	Closed	. Pre-Assessment, Arbutus Elementary, 03.160	Finish	Sep 12, 2024		Submitted	
<input type="checkbox"/>	PADUM	Draft	. MEA Pre-Assessment, High Bridge Elementary.				NotAssigned	

Page View: 100 Showing result 1 - 2 of 2

## Process Workflow



## Workflow Steps

1. **Start:** Submitted by the LEA Maintenance role. The LEA Maintenance role will complete all required fields by adding pertinent data and required documents. Once submitted, the process will then be put in "Finished" status, while notifying all of the pertinent MD IAC Users. These users will be different depending on whether the assessment is an SFA, or MEA assessment.