

**State of Maryland**  
**Interagency Commission on School  
Construction**  
**Business Management System**  
**Pass Through Grant (PTG) Project Closeout**  
**User Guide**



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This guide is available for download at [iac.mdschoolconstruction.org](http://iac.mdschoolconstruction.org)

# PTG Project Closeout Process

## Starting the Process

To start this process, 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.

Instance	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
PCP - 6	Open	Downsville Pike ES Project Request.	Admin Create Project	Feb 20, 2024		Submitted	
PCP - 7	Open	Friendship Valley ES - PreK Project Request.	Admin Create Project	Feb 20, 2024		Submitted	
PCP - 8	Open	Oakland Mills MS - Reno/Add Project Request, Howard	Admin Create Project	Feb 20, 2024		Submitted	

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 name.

Select process

PTG Project Closeout (PTG)

✓ PTG Project Closeout (PTG)

**Schematic Design Submission (SDS)**  
For submission and review of Schematic Design documents.

**SSGP Funding Application (SSGP)**  
To request funding for school construction projects through the School Safety Grant Program (SSGP).

**Standard Operating Invoice (SOI)**  
Internal processing of invoices paid from the IAC's operating budget.

**X - Construction Document Review (CDR)**  
For submission and review of Construction Documents (CDs).

**X - Design Development Review (DDR)**

Download PTG Start PTG

- 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

PTG Project Closeout (PTG)

**Start Process** Print Submit Save Draft Cancel

Project: \*Washington/Governor/ Mickey Memorial/ Overpass/ Project (01445569982211)  
 Project Number: CFS-1234  
 Process: PTG Project Closeout

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

Expand All | Collapse All

**Data**

\* LEA Name:   
 \* PAC Number:   
 \* School Name:   
 \* Detailed Scope: 

Segue UI, A... | 12px | [Rich Text Editor Icons]

  
 \* State PTG Awarded:   
 \* State PTG Expended:   
 \* Local Funds:   
 \* Total Project Cost:

**Documents**

\* Pay Application:  or    
 \* Contract or Purchase Order:  or    
 \* Final Financial Report:  or    
 \* Proof Of Payment: This can include either of the following.  
 • Cleared Check (front and back)  
 • Bank statement  
 If you have more than one payment to report, please combine them into one PDF file.  
 or

Print Submit Save Draft Cancel

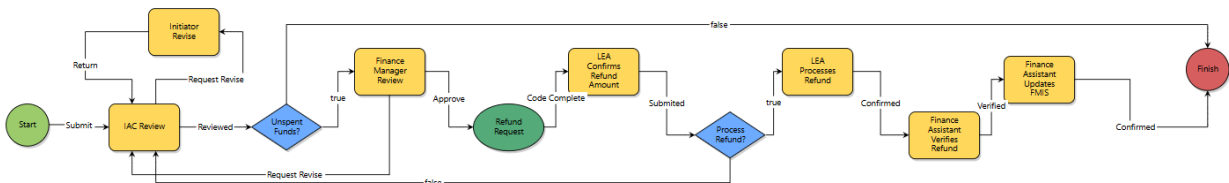
- Fill out all pertinent information, which will include the project information and scope.
- Please pay close attention to all required fields, which will be notated by a red asterisk.
- Once finished, submit the process using the “Submit” button which will be in the top right corner.
- If for any reason during the filling out of the process fields, you can save your work by clicking on the “Save Draft” button in the top right corner.

PTG Project Closeout (PTG)

**Start Process** Print Submit Save Draft Cancel

Project: \*Washington/Governor/ Mickey Memorial/ Overpass/ Project (01445569982211)  
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## Process Workflow



## Workflow Steps

1. **Start:** Initial submission of the PTG request. Requested by the LEA Facilities Planner.
2. **IAC Review:** The IAC Capital Projects Manager and the IAC Funding Programs Manager will review all information provided by the LEA. If there are any questions or comments, then the reviewer will be able to send it back to the process initiator for review.
3. **Unspent Funds:** This is an automated step. If the project is deemed to have unspent funds left over, then the process will continue on through the rest of the workflow. If there are no unspent funds, then the process will close and the closeout process will be complete.
4. **Finance Manager Review:** The IAC Finance Manager will review the information for accuracy and completeness. If there are any questions or comments, then the Manager will be able to send it back for comments
5. **Refund Requested:** This is an automated step. If there is a refund requested, then the application will create a document that will be reviewed in the following step.
6. **LEA Confirms Refund Amount:** In this step, the process initiator will confirm that the refund amount is correct.
7. **Process Refund:** The system will check if the process initiator agrees with the refund amount. If it is confirmed, then the process will move forward. If the amount is not confirmed, then the process will revert back to the IAC review step for further clarification.
8. **LEA Processes Refund:** In this step, the process initiator will confirm that the refund has been processed. This is done simply by taking action on this step.
9. **Finance Assistant Verifies Refund:** The Finance Assistant will verify that the refund has been processed.
10. **Finance Assistant Updates FMIS:** The Finance Assistant will then verify that the IAC FMIS application has been updated as well.