

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
Project Closeout (PC)
User Guide



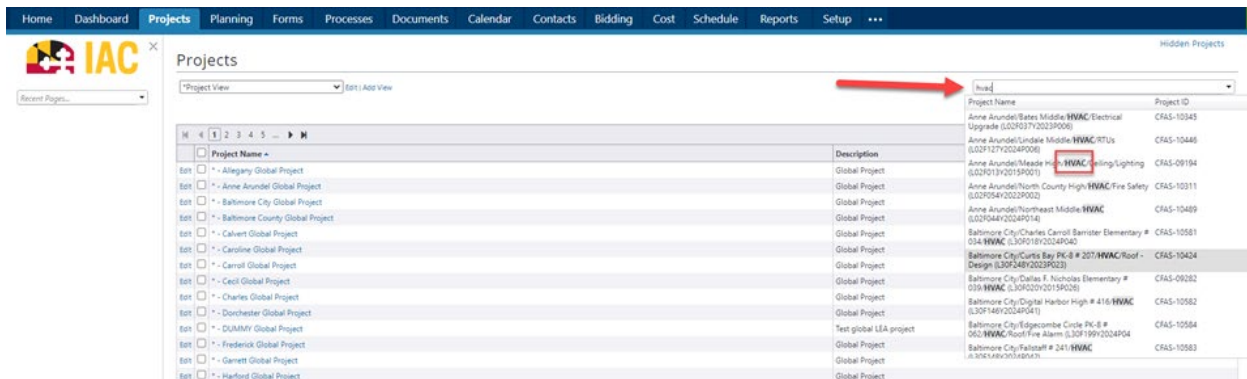
Interagency Commission on School Construction
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(410) 767-0617

This guide is available for download at iac.mdschoolconstruction.org

Project Closeout Process

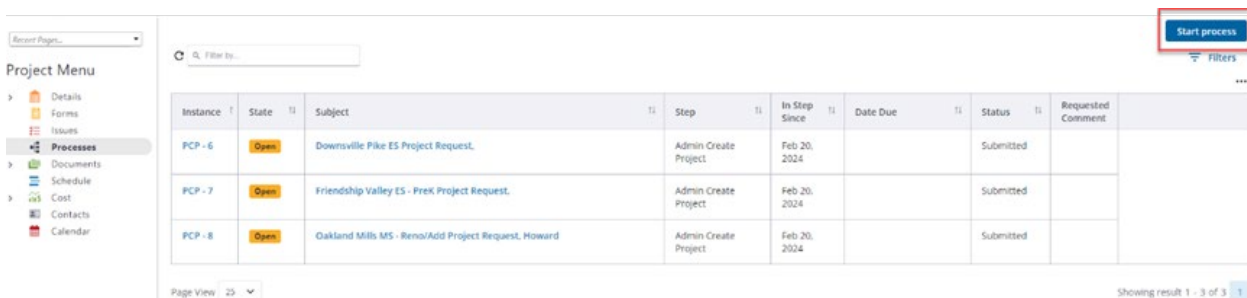
Starting the Process

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.

1. In the Project Menu on the left side of your screen, 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.



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 ✕

🔍 Project Closeout (PC) ✕

- 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.
- Project Closeout (PC)**
To complete the final financial closeout of a school construction project.
- Project Details Update (PDU)**
- Schematic Design Submission (SDS)**
- Site Approval Process (SAP)**
- Standard Operating Invoice (SOI)**

⬇️ Download PC Start PC

5. 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

Project Closeout (PC) Instructions

Start Process Print Submit Save Draft Cancel

Project: *Washington/Governor/ Mickey Memorial/ Overpass/ Project (L0144556699882211)
 Project Number: CFIS-1234
 Process: Project Closeout

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

Expand All | Collapse All

Contracts Download Template Import Delete

Show Filter | Select All Row Height 1x

Please provide information for each local only contract.

#	Type of Allocation	Local Expenditures Amount	State Expenditures Amount	Contract Amount	Other State Funding	Other State Funding Description	Ineligible Amount
Grand Totals (0 Items)		0.00	0.00	0.00	0.00		0.00

Add New Item for Contracts

Type of Allocation	<input type="text"/>
Local Expenditures Amount	<input type="text"/>
State Expenditures Amount	<input type="text"/>
Contract Amount	<input type="text"/>
Other State Funding	<input type="text"/>
Other State Funding Description	<input type="text"/>
Ineligible Amount	<input type="text"/>

Clear Add

306.6 Documents

* Contractor's Final Requisition(s): or

* MBE forms, if applicable sub-tier partial or final release waivers: or

* Architect's Certificate of Completion or Final Acceptance Documentation: or

For a non-systemic, please provide the architect's certificate of completion and the LEA BOE's letter of project acceptance. For a systemic, the final requisition signed by the architect and owner's representative will suffice.

Additional info if applicable, please check all that apply and drag and drop them into the documents:

Check all that apply and add documents to Documents tab.

Copy of checks
 Purchase orders
 Waivers
 Final waiver from surety regarding bond fee payment
 Any final claims/ disputes to support any change in contract payments, etc.

All Change Order Documents: or

This section is for IAC Staff only, please disregard.

Budget Change Details

Status: Draft
 Reason Code: Project Closeout (Changes)
 Date Of Change: 05.22.2025

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)
2024-SPECF APPN: 24014 AY: 24 PCA: SF024	Special Funds	0.00		0.00	<input type="text"/>
ASP FY 2024	Special Funds (ARPA Funds)	0.00		0.00	<input type="text"/>
CIP FY 2022		20,005.00		0.00	<input type="text"/>
CIP FY 2023		20,000.00		0.00	<input type="text"/>
FY 2025	Bond Funds	205.00		0.00	<input type="text"/>
Local Fund	PAVGO Funds	1,200,350.00		0.00	<input type="text"/>
Test Funding Source		0.00		0.00	<input type="text"/>
Totals		1,240,560.00		0.00	

Budget Change Items

Recalculate All Add All Line Items Add Item

There are no budget change items.

Cost Summary | Budget Details

Print Submit Save Draft Cancel

- This particular request asks you to fill out a “dynamic grid” to describe “Local Only Contracts.” A dynamic grid allows you to add multiple lines into a table for multiple contracts. To fill in the dynamic grid, you must fill in all data fields for each new row. Once you have filled in all data fields, click the “Add” button, and the process will apply that row to the grid. Using this method, you will be able to add as many rows to the grid as you need.

Contracts

Show Filter | Select All | Row Height: 15

Download Template | Import | Delete

Please provide information for each local only contract.

#	Type of Allocation	Local Expenditures Amount	State Expenditures Amount	Contract Amount	Other State Funding	Other State Funding Description	Ineligible Amount
Delete					2,000,000.00	From bake sales	4,500.00
Grand Totals (1 Items)		Sum: 0.00	Sum: 0.00	Sum: 0.00	Sum: 2,000,000.00		Sum: 4,500.00

Add New Item for Contracts

Type of Allocation

Local Expenditures Amount

State Expenditures Amount

Contract Amount

Other State Funding

Other State Funding Description

Ineligible Amount

Clear Add

7. Please pay close attention to all required fields, which will be notated by the red asterisk.
8. Once finished, submit the process using the "Submit" button which will be in the top right corner of your screen.
9. If needed, you can save your work by clicking on the "Save Draft" button in the top right corner.

Project Closeout (PC)

Instructions

Print Submit Save Draft Cancel

Start Process

Project: *Washington/Governor/ Mickey Memorial/ Overpass/ Project (L014455699882211)

Project Number: CFS-1234

Process: Project Closeout

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

Expand All | Collapse All

Contracts

Show Filter | Select All | Row Height: 15

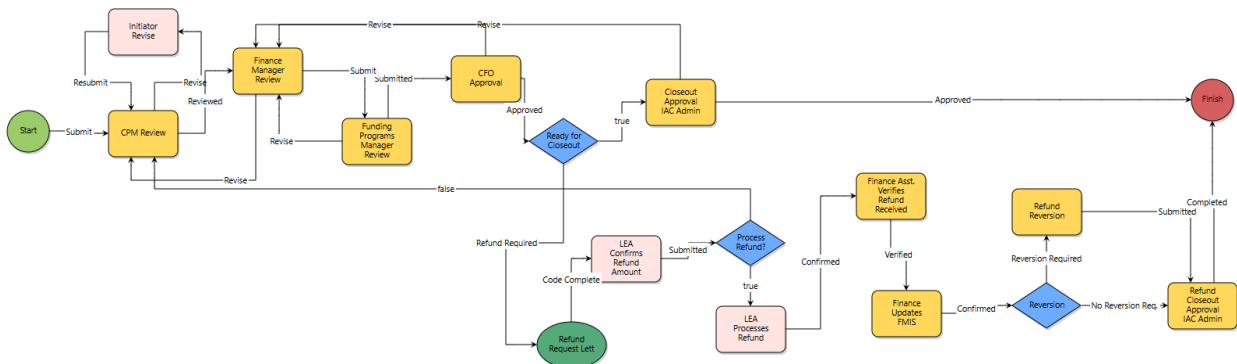
Download Template | Import | Delete

Please provide information for each local only contract.

#	Type of Allocation	Local Expenditures Amount	State Expenditures Amount	Contract Amount	Other State Funding	Other State Funding Description	Ineligible Amount
Delete					2,000,000.00	From bake sales	4,500.00
Grand Totals (1 Items)		Sum: 0.00	Sum: 0.00	Sum: 0.00	Sum: 2,000,000.00		Sum: 4,500.00

Add New Item for Contracts

Process Workflow



Workflow Steps

1. **Start:** Initial submission of the Project Closeout request. Requested by the LEA Facilities Planner.
2. **CPM Review:** The Capital Projects Manager will review the submission. If there are no questions or comments, then the process will be routed to the first conditional step.
3. **Finance Manager Review:** The Finance Manager will add all needed information to the request. The Manager will also choose if the project is ready for closeout, or if a refund is involved. If there are no questions, the process will be routed to the next step.
4. **Funding Programs Manager Review:** The Funding Programs Manager will add all needed information for the request. If there are no questions, the process will be routed to the next step.
5. **CFO Approval:** The IAC CFO will review the request, if there are no questions, the process will proceed to the next step.
6. **Ready For Closeout:** This is an automated conditional step. Depending on what the Finance Manager chose in their review step, the process will be routed accordingly.
7. **Closeout Approval IAC Admin:** If the Finance Manager indicated that the request is ready for closeout, then, the IAC Admin will verify the approval and close out this request.
8. **LEA Confirms Refund Amount:** If the Finance Manager indicated that the request involves a refund, then a "Refund Request Letter" will be generated and added to this step. The process initiator will then be able to either approve or deny the refund amount, and push the request forward.
9. **Process Refund?:** Depending on whether the process initiator approves the amount, the process will either be routed back to the Finance Manager step if not approved, or routed back to the process initiator to verify the refund.
10. **LEA Processes Refund:** The process initiator will then verify the refund amount, and include all information about the refund check.
11. **Finance Assistant Verifies Refund Received:** The Finance Assistant will add the date that the refund was received, and record the amount of the check.
12. **Finance Updates FMIS:** The Finance Manger will record all information about the refund into the FMIS application.
13. **Reversion:** This is an automated condition step. Depending on if a reversion is required, the process will be routed accordingly.
14. **Refund Reversion:** The Finance Manager will record the reversion amount, and make any changes necessary within the application.
15. **Refund Closeout Approval IAC Admin:** The IAC Admin will record all information, add the date of IAC approval, and then when complete will push the process forward which will close out the project.