

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
Site Approval Process
Process User Guide



Interagency Commission on School Construction
351 W. Camden Street
Baltimore, MD 21201
(410) 767-0617

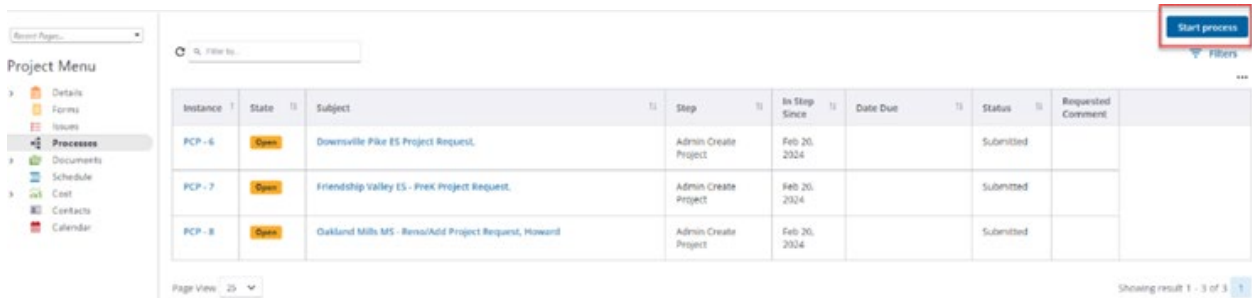
This guide is available for download at iac.mdschoolconstruction.org

Site Approval Process

Starting the Process

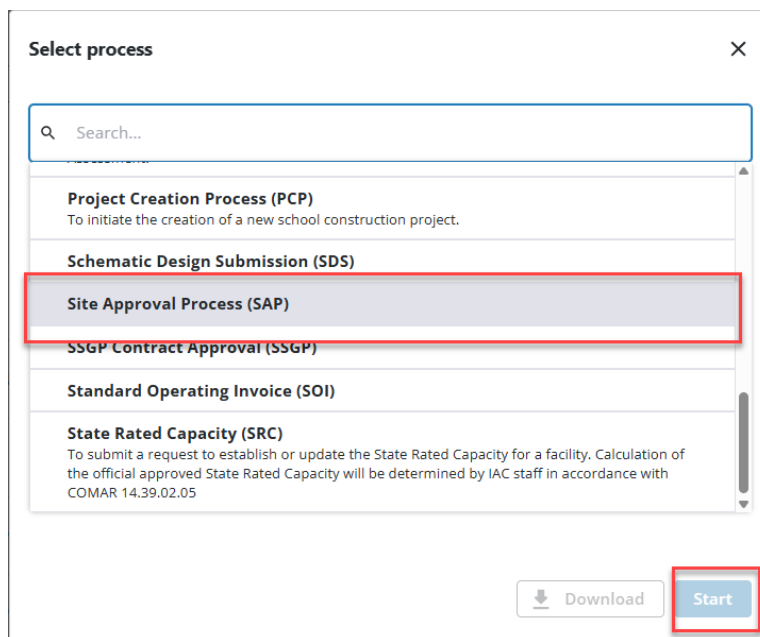
To start this process, you must go to your Global LEA project. Your specific project will be named, “*- (Your LEA Name) Global Project. Once you are within that project, please use these steps to start the process.

- 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 tab 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 - Renov/Add Project Request, Howard	Admin Create Project	Feb 20, 2024		Submitted	

- 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

Search...

- Project Creation Process (PCP)
To initiate the creation of a new school construction project.
- Schematic Design Submission (SDS)
- Site Approval Process (SAP)**
- SSGP Contract Approval (SSGP)
- Standard Operating Invoice (SOI)
- 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 COMAR 14.39.02.05

Download Start

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

Site Approval Process (SAP)

Start Process
Print Submit Save Draft Cancel

Project:	*Washington/Governor/ Mickey Memorial/ Overpass/ Project (L014455669980211)
Project Number:	CRIS-1234
Process:	Site Approval Process

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

[Expand All](#) | [Collapse All](#)

Requester Information

Please provide name and contact information of the person filling out this form and that should be contacted if additional information is needed to process your request.

* Affiliation: **Are you affiliated with the school system or the County?**
 School System County

Property Information

Please note that this is a request for IAC approval after completion of the clearinghouse process. See the IAC's APRG for more information. LEAs are required to receive approval from the IAC, with recommendation from the Maryland Department of Planning, for Acquisition of a new site for a new or replacement school, use of an existing site for a new or replacement school that adds capacity, or redesignation of an existing site for a new school or replacement school that adds capacity.

* PSC Number:

* Property or site address: **and/or physical description of tax parcel information**

* Type of Request: Site Approval and/or Acquisition of a school for which the LEA will request LP within 3 years
 Adding Capacity to Existing Site
 Land added to An Existing School Site
 Acquisition of banked land, or land intended for a school for which the LEA will NOT request Local Planning approval within 3 years

* Proposed use of the site: Please describe the proposed use of the site. If known, please include a description of the school that the site is intended to be used for, the population served if known, and any relevant information about the facility. If there is an existing building on the site, please indicate if it will be demolished or occupied, and anticipated renovations to buildings on the site.

"Segoe UI", A...
12px
B
I
U
...

* Justification of Purchase: Explain why the purchase is necessary and any unique aspects of the purchase agreement and/or proposed school site.

* Probable timeline: Please describe the probable timeline for enactment of this transaction.

* Date of local BOE approval:

* Letter of Request: or

* Clearinghouse Summary Report Letter: or

* Clearinghouse Submission Package: or

* Is This Site in a Priority Funding Area?
 Yes
 No

PFA Waiver Request: or

* Board of Education Action Documentation: or

* Legal Documentation: or

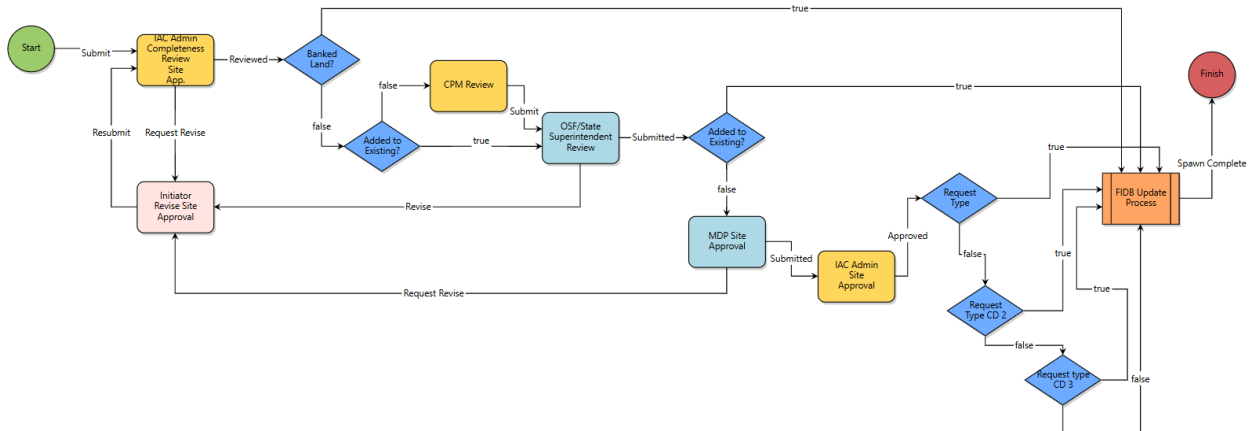
If available, please include a single PDF containing any relevant legal documentation, including executed Contract of Site and/or Building Purchase and any schedules, exhibits, attachments, or addenda noted in the Contract of Site and/or Building Purchase. Statement from LEA's legal counsel noting they have reviewed the Contract of Site and/or Building Purchase for legal sufficiency.

* Are there any co-located facilities on this site? To what extent do the facilities share spaces?

Print
Submit
Save Draft
Cancel

- There are many required fields within this step displayed with a red asterisk. Fill out all pertinent information, specifically the "Type of Request."
- Once finished, you can submit the process using the "Submit" button which can be accessed either at the top right or bottom right corner.
- If needed while filling out the process fields, you can save your work by clicking on the save button in the top right corner. This will put the process in a "Draft" status. While in "Draft" status your work will only be available to you.
- After submitting, the request will then be routed to the IAC for review and approval. Please see the description of the workflow below.

Process Workflow



Workflow Steps

- **Start:** Initial submission of the Site Approval Request. This will be requested by the LEA Facilities Planner.
- **IAC Admin Completeness Review:** An IAC Admin will review the request to make sure that all information that is needed is contained in the request.
- **Banked Land?** This will be a decision point that will route the process accordingly.
 - If the request type is a Banked Land, then the process will route to the finish step, and an "FIDB Update" process will start. As the process initiator, you will receive a notification and an "FIDB Update" process will appear in your court. If not, then the process will route to the next conditional step.
- **Added to Existing?** If the "Request Type" is "Land Added to An Existing School Site," then the process will be routed to the OSF/State Superintendent for review. If not, then it will go to the Capital Projects Manager (CPM) Review step.
- **OSF/State Superintendent Review:** In this step, the OSF team will review the request, and route it accordingly. If approved, then the OSF team will add the Superintendent's letter of approval before moving it forward.
- **CPM Review:** If the request is not for "Land Added to An Existing School Site," then the CPM team will review the process before submitting it to the OSF team.
- **Added to Existing?** If the request type is "Land Added to An Existing School Site," then the process will route to the finish step and an "FIDB Update" process will start. As the process initiator you will receive a notification and an "FIDB Update" process will appear in your court. If not, then the process will route to the MDP Site Approval step
- **MDP Site Approval:** In this step, the MDP Planner will add their recommendation and the process will route to the IAC Admin Site Approval step.
- **IAC Admin Site Approval:** The IAC Admin will note the "Approved Motion," and then add the IAC approval date. Once this is complete, then the process will route to the finish, and an "FIDB Update" process will start. As the process initiator you will receive a notification and an "FIDB Update" process will appear in your court.

- **FIDB Update Process:** This is an automated step. A new “FIDB Update Process” will have started; as the process initiator you will receive a notification and an “FIDB Update” process will appear in your court.