

State of Maryland
Interagency Commission on School
Construction
Business Management System
Kopp Priority Fund Application
User Guide



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

- 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



☒ **Kopp Priority Fund Application (KPF)**

Contract Custom Field Update (CCFU)
Admin process to update custom fields as a one-off.

Extension Request Process (ERP)
To request an extension to a deadline for the Healthy School Facility Fund, School Safety Grant Program, and Aging Schools Program.

HSFF Funding Application (HSFF)
To request school construction funding from the Healthy School Facility Fund (HSFF).

Maximum State Award Calculations (MSAC)

Project Details Update (PDU)
To request updates to project details.



- 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

Kopp Priority Fund Application (KPF)

Start Process

Print

Submit

Save Draft

Cancel

Project: **Arabia Test Project

Project Number: TEST-02

Process: Kopp Priority Fund Application

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 preventive-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:

2027

Requested project type:

-- Please select an option --

Construction Requested:

☐ Yes

☐ No

Priority:

Description/Justification:

"Segoe UI", A, - | 12px | B I U

Alternative Solutions:

What else can be done to correct this problem?

Arial | 12px | B I U

What caused this problem?:

Normal wear and tear, poor contractor performance, poor materials, improper maintenance, etc.

Arial | 12px | B I U

Consequences if this project is not approved:

Check all that apply

☐ 1 - Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.

☐ 2 - System is currently adversely affecting the delivery of educational programs & services.

☐ 3 - System is currently causing serious threats to life, safety, or health of facility occupants.

☐ 4 - System is currently causing violations of building or other official codes.

☐ 5 - System is currently causing or will imminently cause damage to other building systems.

☐ 6 - Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.

Confirm whether the school facility closed during the school year due to issue(s) identified in the scope of work.

☐ Yes

☐ No

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.

-- Please select an option --

-- Please select an option --

Has Design been completed?:

Is Design funding being requested?:

LEA Total Estimated Cost:

State Construction Cost Requested:

LEA Design cost requested:

State KDPF funds requested:

Local KDPF funds approved:

Anticipated date work begins:

Anticipated Bid Date:

Kopp Priority Fund 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.

Kopp Priority Fund Application (KPF)

Start Process

Project: *Kopp Priority Fund Project
Project Number: 1001-00
Project: Kopp Priority Fund Application

Documents (0) Attached Documents (0) Attached Items (0)

Export All / October 01

Life Safety

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 level 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 level above 5 ppb? ☐ Yes ☐ No ☐ N/A
Results of lead testing:

Roofs

Have there been roof inspections during the last 36 months? ☐ Yes ☐ No ☐ N/A
Is there a preventive maintenance plan? ☐ Yes ☐ No ☐ N/A
Are there preventive & corrective work orders or list of vendors that serviced during last 36 mths? ☐ Yes ☐ No ☐ N/A
Are there drawings of the area to be repaired and rooftop units impacted? ☐ Yes ☐ No ☐ N/A
Age of roof and type:
Expected useful lifespan and most recent remaining useful lifespan (RUL):

Lack of, unreliable, or insufficient A/C

Detailed description:

Have there been inspections on the systems performed in the last 36 months? ☐ 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
Were 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 pollution

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

Budget Information

* State Cost Share Add-Ons: ☐ MEA 5%
☐ Concentration of Poverty 5%
☐ Concentration of Poverty 10%
* Recommended Maximum State Award:

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

Budget Change Details

* Budget Change Number: KPF - 00003 Status: Draft
* Reason Code: KOPF Fund (Changes) * Date Of Change: 09.30.2026

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)
2026-SGRP APPN: E0303 AY: 26 PCA: SGP26	Bond Funds	0.00		0.00	
Test Funding Source	Bond Funds	29,500,000.00		0.00	
Totals		29,500,000.00		0.00	

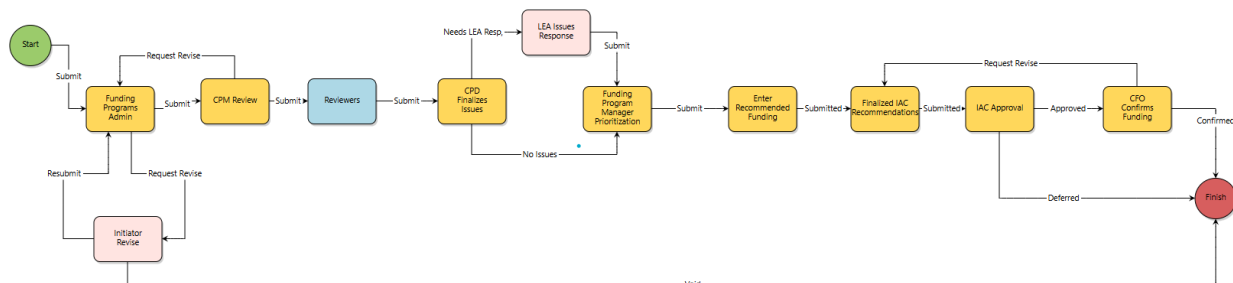
- Fill out all pertinent information, which includes a Kopp Priority Fund Application Checklist. This checklist was created for all project types. Please fill out only the portion of the checklist that corresponds to the specific project type.
- Please pay close attention to all required fields, which 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 needed 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.

Kopp Priority Fund Application (KPF)

Start Process			Print	Submit	Save Draft	Cancel
Project:	**Arabia Test Project					
Project Number:	TEST-02					
Process:	Kopp Priority Fund Application					

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

Process Workflow



Workflow Steps

- **Start:** Initial submission of the HSFF request. Requested by the LEA Facilities Planner. The LEA Facilities Planner will fill out all information, including the request checklist.
- **Funding Programs Admin** The request will be reviewed for completeness.
 - If the Funding Programs Admin needs a revision or requires more information, then the request will be sent back to you. You will receive an email notification if this happens.
- **CPM Review:** The CPM 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.
- **CPD Finalizes Issues:** The Capital Projects Director will review and finalize any/all issues brought up so far. If any of the issues need response from the initiator, the process will be routed back to them. If not, the application will route to the next step.

- **Funding Programs Assistant:** Will compile the list of review issues and comments for the LEA to review.
- **LEA Issues Response:** The process initiator will be able to review all issues and comments, and then will be able to provide a response to each.
- **Funding Program Manager Prioritization:** Will review 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 final 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 funding confirmation.