State of Maryland

Interagency Commission on School Construction

Business Management System

Processes for HPGBP Compliance

User Guide

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

High Performance Green Building Program (HPGBP) Compliance Processes

Which Process Do You Need to Submit?

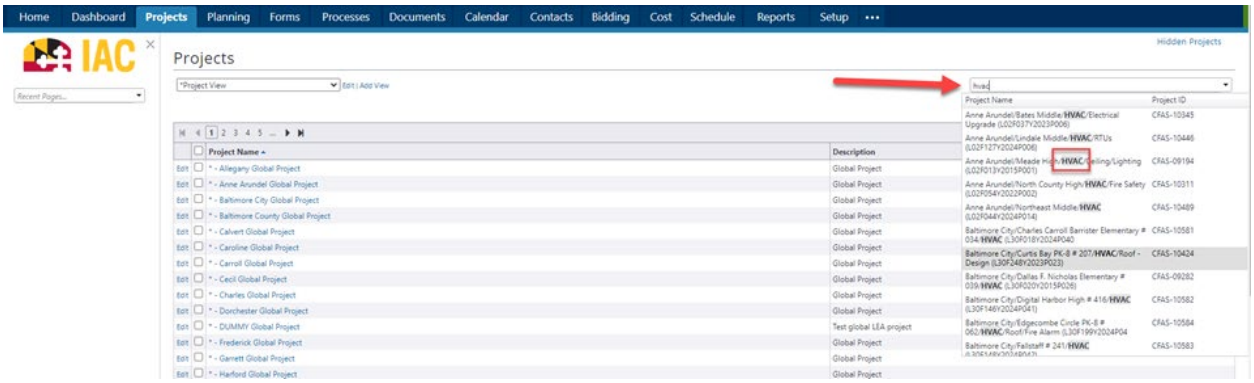
Two processes are available to submit in the BMS.

To submit the required documentation for projects that have already been established in the Business Management System, select the **school-specific project in the BMS** and start the HPGBP (High Performance Green Building Program) process. Go to page 3 of this document for instructions.

To submit the required documentation for projects that were completed prior to project migration into the BMS, navigate to your LEA's **global project** and start the GHPGB (*Global* High Performance Green Building Program) process. Go to page 6 of this document for instructions.

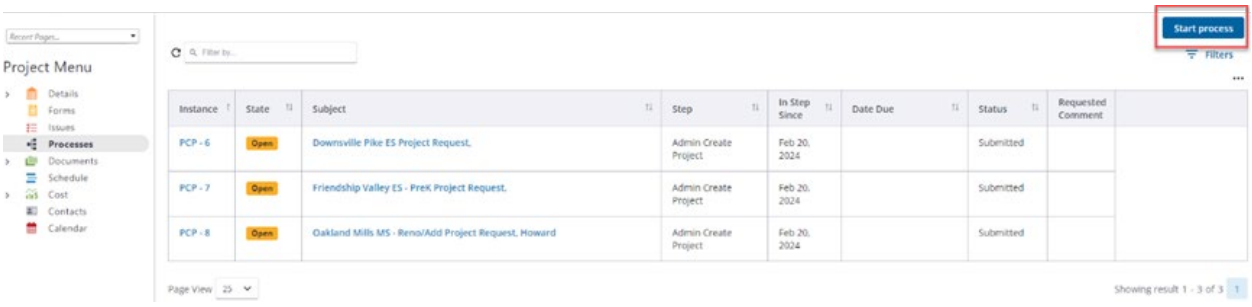
Starting the Process for a Project Previously Created in the BMS (HPGBP Process)

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.

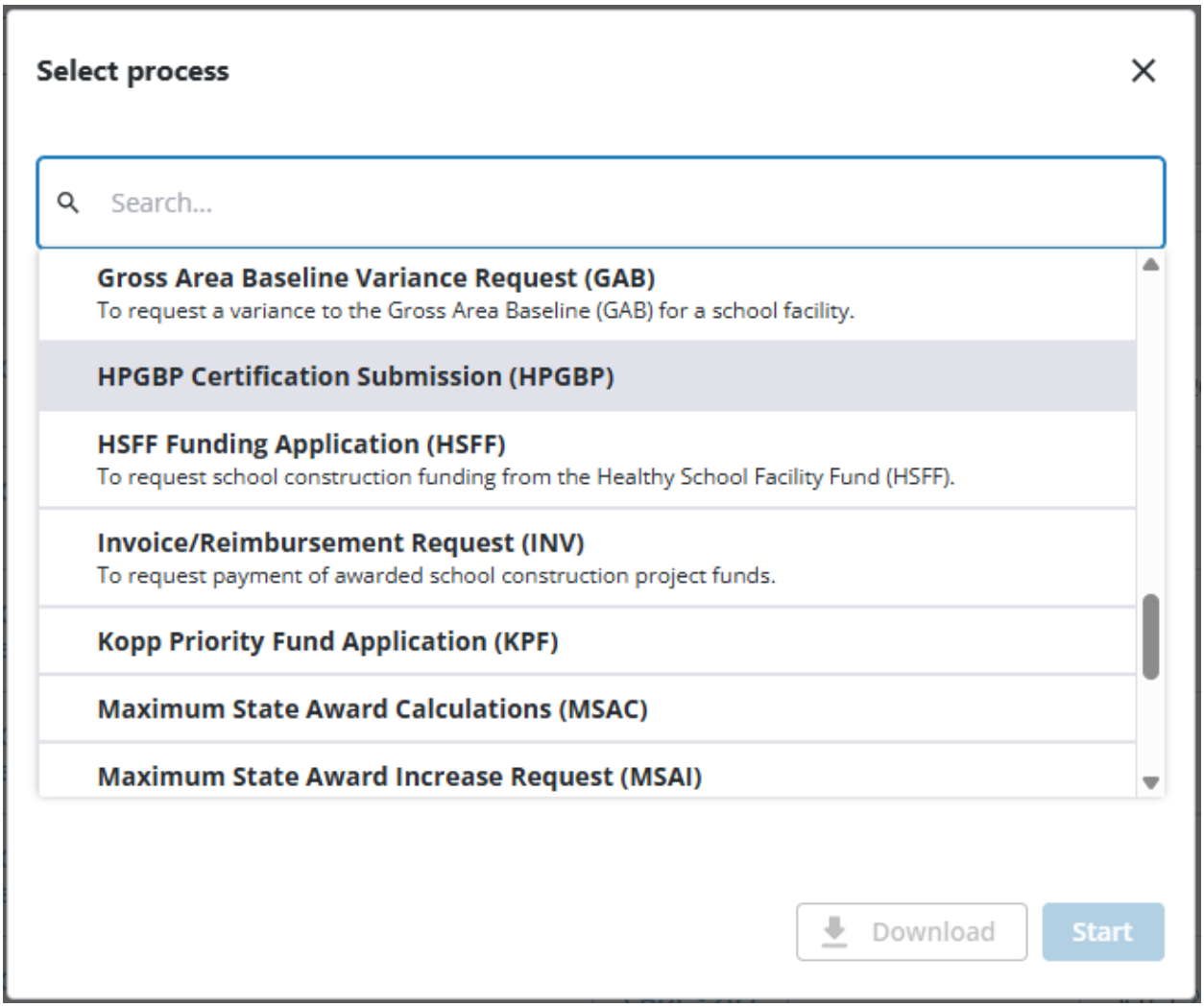


Once you are within that project, use these steps to start the process:

- In the Project Menu, 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.

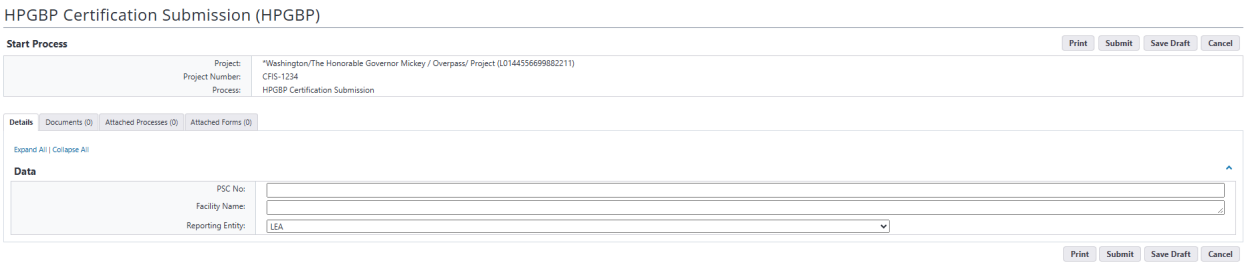


- Once you have clicked the “Start process” button, you will be presented with a list of processes that you have access to start or submit.
- Choose the process by clicking on the name.



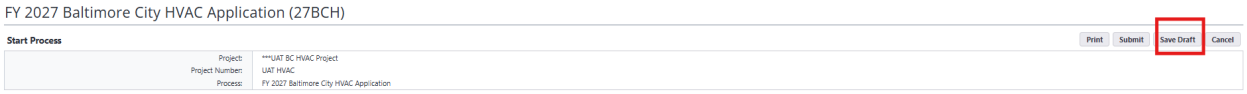
- You will then be presented with the initial step of the process. This will include instructions on filling out the request.

Initial Submission Layout

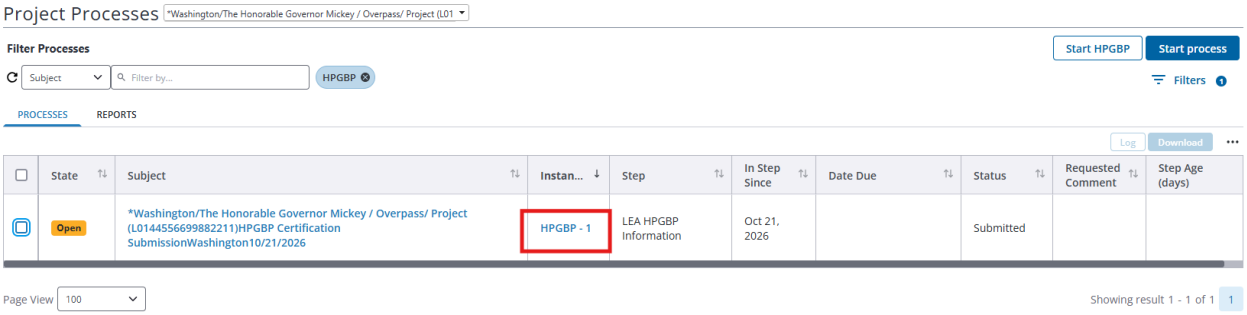


- Please pay close attention to all required fields, which will be indicated with a red asterisk.

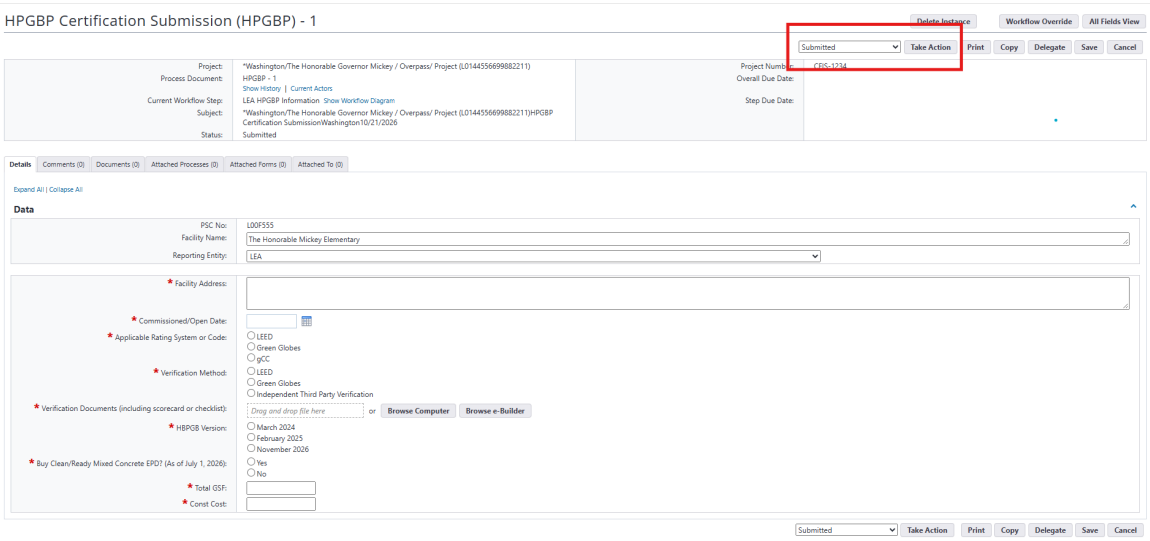
- There is a section titled “IAC Only” at the bottom of the initial page. Please disregard anything below this line.
- Once finished, submit the process using the “Submit” button which will be in the top right corner.
- If needed for any reason, you can save your work by clicking on the “Save Draft” button in the top right corner.



- All processes submitted by an LEA will require a second step to be completed. Once you have submitted the first step, you will have to go back into the “Process Dashboard” and reopen the process. It should look like this.



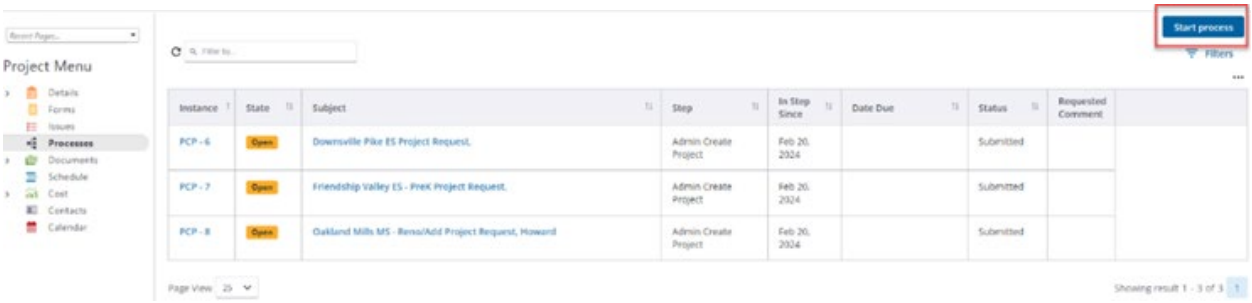
- Click on the instance number, and you will be brought into the second step.
- Once you have reopened the request, complete all required fields before taking action.
- If needed for any reason, you can save your work by clicking on the “Save Draft” button in the top right corner.



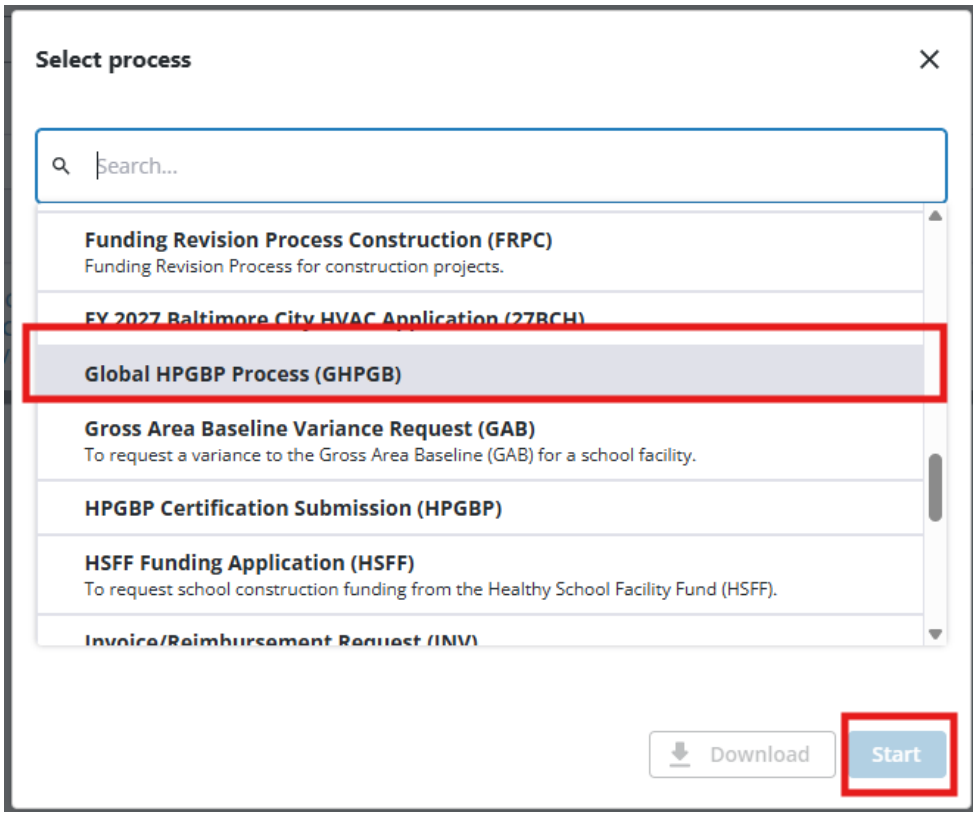
Starting the Process For a Project Completed Prior to Migration into the BMS (GHPGB Process)

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.



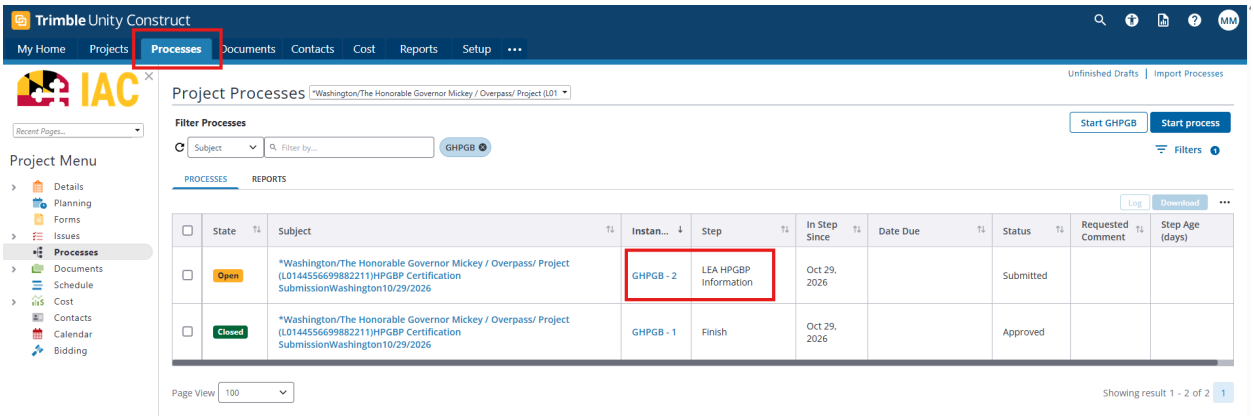
- Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.
- Choose the process by clicking on the name.



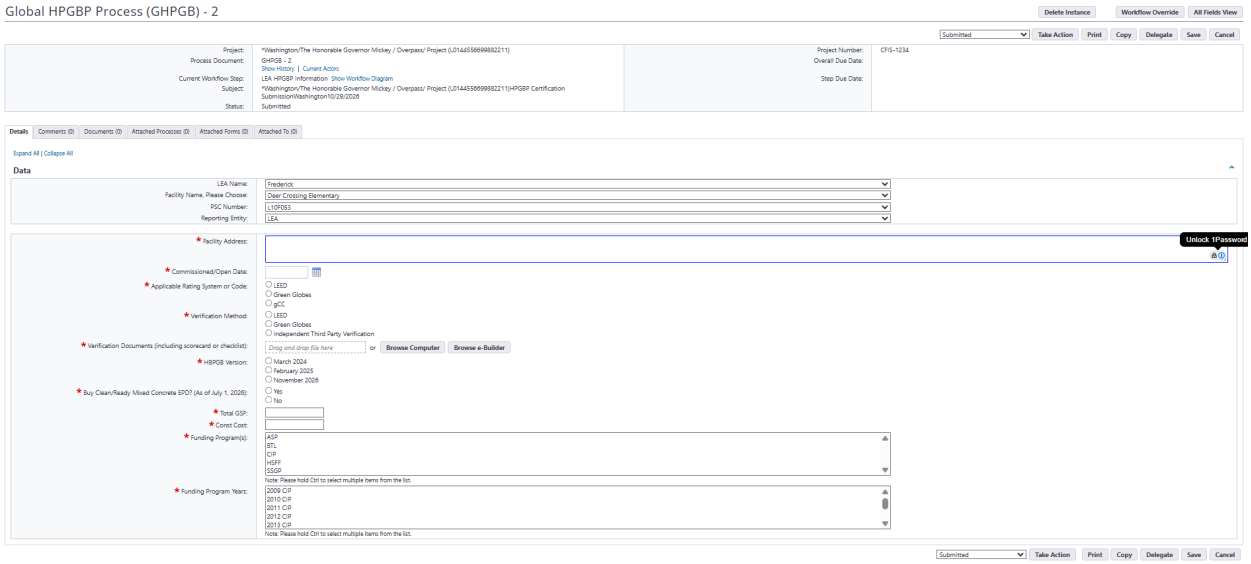
- You will then be presented with the initial step of the process.



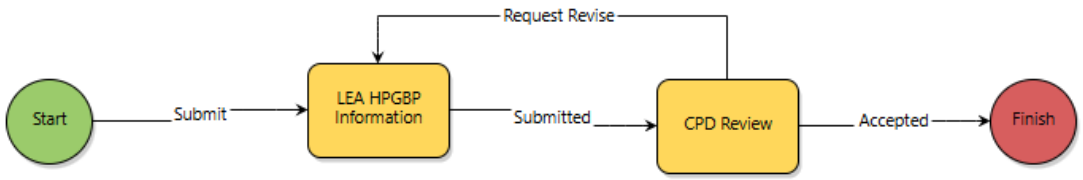
- Fill out all pertinent information.
- Once finished, you can submit the process using the “Submit” button which will be in the top right and bottom right corner.
- If needed while filling out the process fields, you can save your work by clicking on the “Save Draft” button in the top right corner. 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 next step of the process which is also the initiator’s responsibility.
- To complete the next step, you will have to go back into your processes dashboard and find the process instance that you had just started.



- This will bring you to the “Information” step of the process where you will add all of the pertinent data for the funding request. Once you have added all of the needed data, you will submit the request again for review.



Process Workflow for Both Processes



Workflow Steps

- **Start:** Initial submission of the HPGBP request will be done by the LEA Facilities Planner. The LEA Facilities Planner will fill out all information, including the request checklist.
- **LEA HPGBP Information:** This will be the second step for the LEA. Please fill out all required fields and upload all required documents.
- **CPD Review:** The IAC Capital Projects Director will review the request. If the Capital Projects Director 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.