State of Maryland

Interagency Commission on School Construction

Maximum State Award Increase Request

User Guide

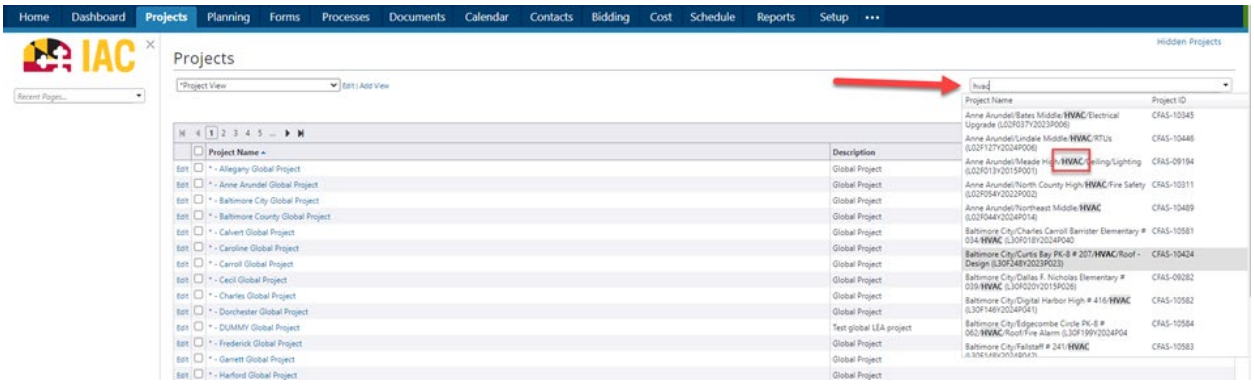
Interagency Commission on School Construction
351 W. Camden Street
Baltimore, MD 21201
(410) 767-0617

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

Maximum State Award Increase Request Process

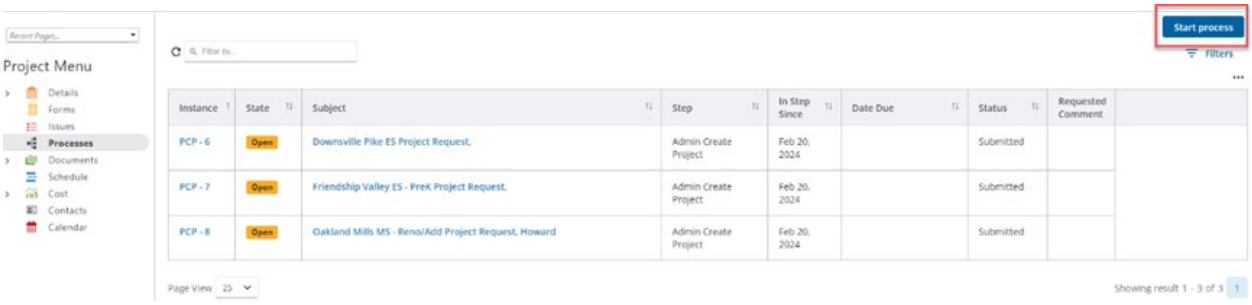
Starting the Process

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.

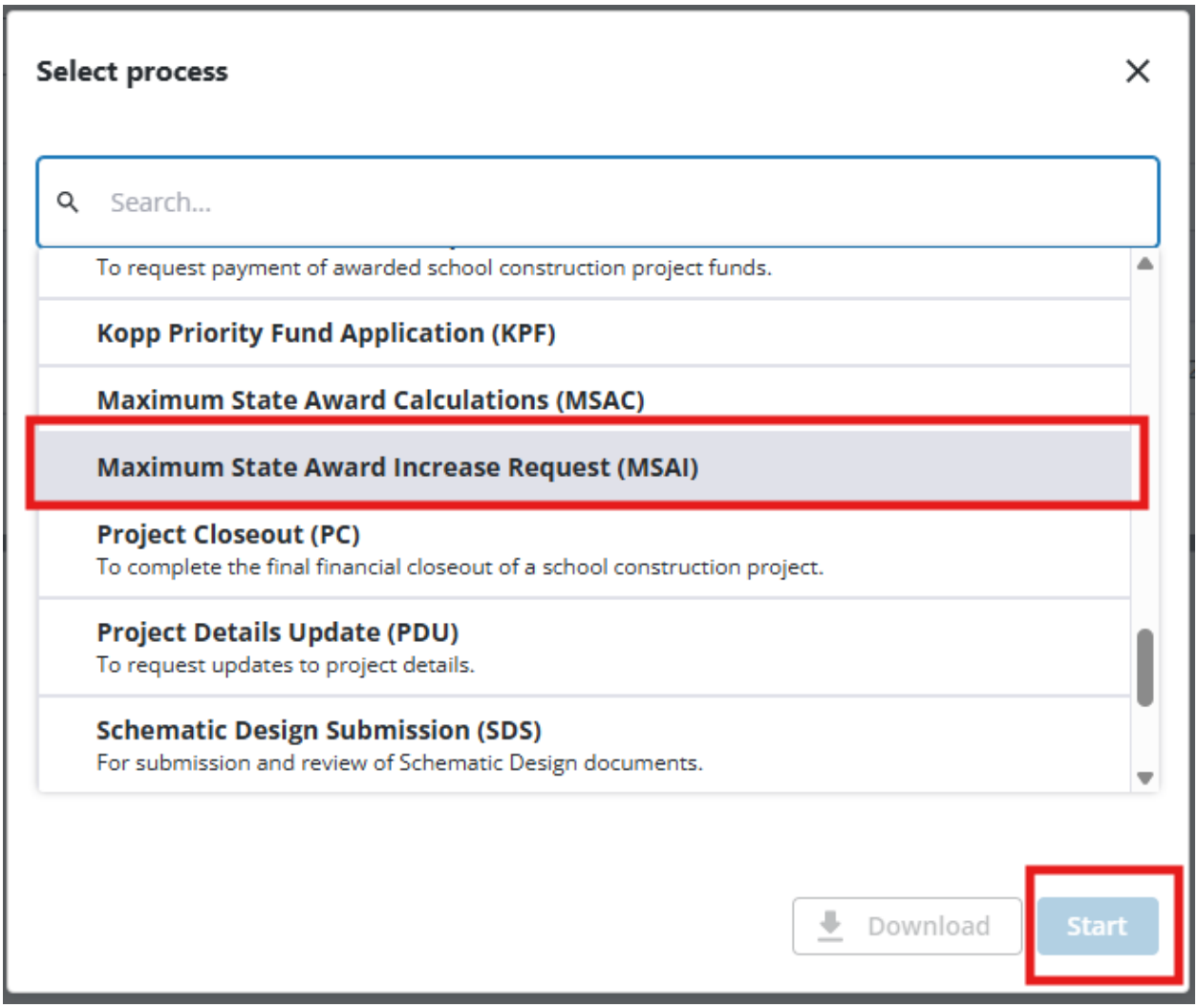


Once you are within that project, please use these steps to start the process.

- In the Project Menu, 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.

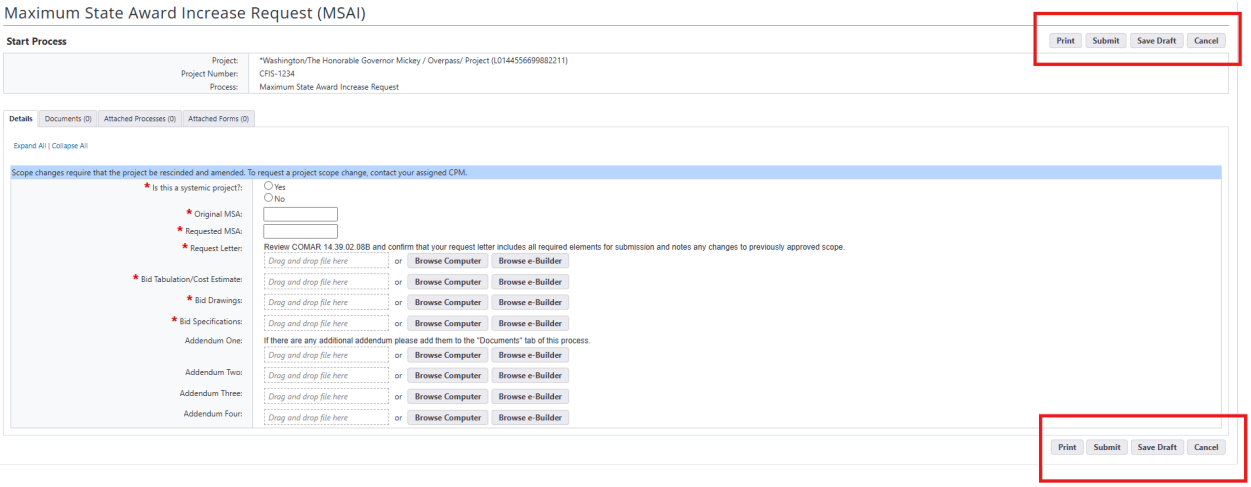


- Once you have clicked the start process tab, you will be presented with a list of processes that you have access to start or submit.
- Choose the process by clicking on the name MSAI, or Maximum State Award Increase Request.

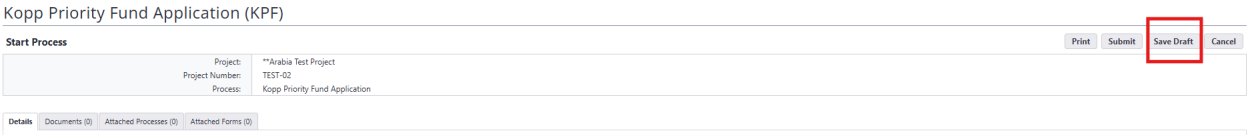


- You will then be presented with the initial step of the process. This will include instructions on what to add to the request, as well as fields that will be required in order to submit the request. Please fill them all out and then submit the process.

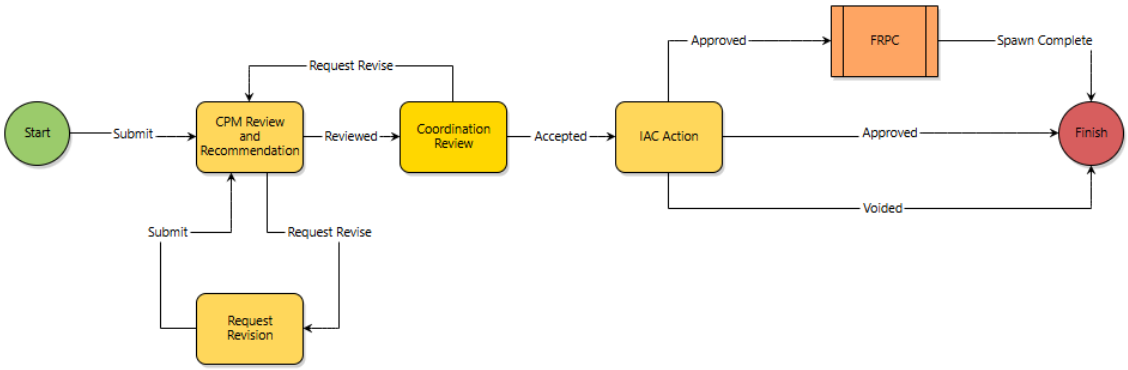
Initial Submission Layout



- Fill out all pertinent information, which includes both “Original MSA” as well as “Requested MSA.” Please pay close attention to all required fields, which will be indicated with a red asterisk.
- Once finished, submit the process using the “Submit” button which will be in the top right corner.
- If needed, you can save your work by clicking on the “Save Draft” button in the top right corner.



Process Workflow



Workflow Steps

- Start: Initial submission of the MSAI request will be done by the LEA Facilities Planner. The LEA Facilities Planner will fill out all information and upload any required documents before successfully submitting.
- **CPM Review and Recommendation:** The CPM will review the request and add any comments or issues to be reviewed by the team. If the CPM has any questions or needs more information, they will be able to route the process back to the process initiator for clarification.
- **Coordination Review:** A team will review the request, verify information, and compile any comments or concerns. Once all questions and concerns have been addressed, the process will move forward.
- **IAC Action:** The IAC Administrator will add all needed information about the approved or denied request, and then send it forward.
    - If the process is approved, then the process will move the end as an approved request.
    - If the request is denied, then the process will close.
    - If the process requires adjustment due to the increase of the MSA, then the process will start a separate internal process to take those necessary actions.