Interagency Commission on School Construction

Aging Schools Program Application Instructions

Instructions for Submission of Aging Schools Program (ASP) Application to the IAC SharePoint Portal

You must use Internet Explorer

Step-by-Step:

1. Contact the IAC at iac.msde@maryland.gov to obtain a username and password for the SharePoint site; (if you do not already have one).

2. Open Internet Explorer and navigate to: http://sp1.pscp.state.md.us

3. Enter the username and password provided.

4. Click on the *Programs* Site tab.

5. Click the ***ASP Application*** on the *Lists* sidebar on the left, click + **Add new item**

6. Complete each field (see Table 1) in the ***ASP Application*** form for **each** project request, attaching to the project application form any additional back-up documentation (i.e. letters, drawings, etc.) to support request. To add attachments, click the "Attach File" button at the top of the application form.

   - Click ***Save*** to submit your ASP project request to the IAC for review and approval. You will now see a ***New*** item in the *ASP Application List* with a *Request Status* of *Pending*.

7. IAC staff will receive an alert indicating that a request has been submitted and will begin the review process, within two (2) days of the LEA application submission.

   - Upon completion of the IAC staff's initial review for eligibility, the IAC staff enters the *Date Ready for Designees Review* on the IAC*/Designees* tab. An email alert notifies the IAC Designees that the application is ready for review.

8. The IAC Designees will review the request and enter a date in the appropriate agency approval field or enter questions in the agency comments field. The presence of a date indicates Designee approval to IAC. IAC will enter any Designee questions in the *Questions to LEA Requiring a Response* field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to. The LEA must enter their response in the *LEA Response to Designees Questions* field.

9. IAC staff may monitor the Designees decisions and change the *Request Status* from *Pending* to *Approved* or *Denied* as applicable and enter a date in the *Date Request Approved/Denied* field. The LEA is sent an email approval notification including an Approved ASP Projects report. Each project application will be maintained in SharePoint.

10. Revisions will be made by the LEA/IAC to the application in SharePoint. The IAC staff will receive an alert indicating when revisions are made to approved projects. Remarks can be added to the *LEA Response to Designees* field to explain the reason for the revision.

11. The LEA should notify the IAC staff via email: IAC.MSDE@Maryland.gov when the initial application is uploaded and when any revisions or changes to the project approval is requested.

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Instructions for the completion of the application for Aging Schools Program Projects

The LEA is to complete all required fields.

- LEA must complete all fields on ASP LEA application tab for each project request.

- The project requests should not exceed the LEA allocation by more than 10%.

LEA APPLICATION TAB

Field Name	Description/Content
1. Date Request Submitted	Enter the date of application submission.
2. Priority	Enter project priority order.
3. Fiscal Year	Enter the ASP fiscal year.
4. LEA	Choose from drop-down list.
5. Project Name	Enter the name of the school and indicate Elementary, Middle, High**,** or other as appropriate. **(Do not use acronyms or abbreviations)**
6. Description/Justification	Enter the type of project (i.e., ceiling, masonry work, flooring, roofing - see Attachment II – Eligible Project Expenditures and Required Project Approvals). Describe in detail the existing condition and proposed scope of work. Indicate if the project requires replacement of the electrical system or an upgrade of the electrical system.
7. Age (Building component)	Enter the date of construction or latest renovation of the building, system, or component.
8. Anticipated Date Work Begins	Enter the anticipated date that the work would begin.
9. Anticipated Date Work Completed	Enter the anticipated date for the completion of the work.
10. Method of Accomplishing Work	Enter the procurement method that will be used to accomplish the work (i.e., purchase order, competitive sealed bids, utilize existing time/material contract, utilize existing State/local contract, or other procurement method, per COMAR 23.03.02.03).
11. Method of Accomplishing Design Services	Enter the method that will be used to accomplish design services (i.e., architect, engineer, in-house staff, architect/engineer, consultants, or describe other method).
12. LEA Total Cost Estimate	Enter total estimated eligible cost for the project (exclude all ineligible costs including A/E fees) and the ASP funds proposed to be allocated for this project. Since no local matching funds are required for ASP projects, the total cost can be equal to the ASP funds requested.
13. LEA ASP State $ Requested	Enter total estimated eligible cost for the project (exclude all ineligible costs including A/E fees) and the ASP funds proposed to be allocated for this project. Since no local matching funds are required for ASP projects, the total cost can be equal to the ASP funds.
14. Local ASP $ Approved	Enter total estimated amount of Local funds required for the project, if applicable.
15. State ASP $ Approval	IAC staff will enter the total amount of State funds approved for the project, if applicable.
16. Questions to the LEA Requiring a Response	This field is used to communicate Designees' questions to the LEA. An answer is required prior to approval.
17. LEA Response to Designees Questions	LEA fills in their response to the Designee's questions.

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Instructions for the completion of the application for Aging Schools Program Projects – cont'd

The IAC staff and the IAC Designees are to complete all required fields for approval.

- IAC staff completes the fields that are not otherwise identified to be completed by the individual IAC Designees.
- IAC staff will make all revisions to the ASP LEA applications tab on SharePoint.

PSCP/DESGINEES APPLICATION TAB

Field Name	Description/Content
1. Request Status	Choose the request status from drop-down list. Defaults to "pending" upon submission of a project.
2. Scope	Enter the project type.
3. Date Ready for Designees Review	Enter the date to indicate that the IAC Designees project review process begins.
4. IAC Staff Comments	Upon completion of the initial project review for eligibility; enter comments/questions in the *PSCP comments* field.
5. Required Review	Enter the project review level. This code is provided by DGS/MSDE.
6. DGS Comments	The IAC DGS Designee will review the request for eligibility and enter questions in the *DGS comments* field. IAC staff will enter all of the Designees questions in the *Questions to LEA Requiring a Response* field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to.
7. DGS Approval	Entering a date indicates DGS approval of the project request.
8. MDP Comments	The IAC MDP Designee will review the request for eligibility and enter questions in the *MDP comments* field. IAC staff will enter all of the Designees questions in the *Questions to LEA Requiring a Response* field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to.
9. MDP Approval	Entering a date indicates MDP approval of the project request.
10. MSDE Comments	The IAC MSDE Designee will review the request for eligibility and enter questions in the *MSDE comments* field. IAC staff will enter all of the Designees questions in the *Questions to LEA Requiring a Response* field and send a notification email to the LEA indicating that there have been changes made to the application that need to be checked and/or responded to.
11. MSDE Approval	Entering a date indicates MSDE approval of the project request.
12. Notes 1	Enter additional information or notes related to the project.
13. Date Request Amended/Denied /Cancelled	Enter the date that the project was amended/denied/cancelled.
14. Date Request Approved/Denied	IAC staff monitors and changes the Request Status from Pending to Approved or Denied as applicable and enters the date when the change in status occurred.
15. PSC/ASP #	Enter County/Code, PSCP Facility/School Number and FY. (i.e. 23.026.17)
16. County	Enter the two (2) digit county code.
17. School	Enter the three (3) digit core number.
18. bdlcGUID	This is an auto-generated field.