

**State of Maryland**  
**Interagency Commission on School Construction**

**Business Management System**  
**Educational Facilities Master Plan Review**  
**Process User Guide**



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This guide is available for download at [iac.mdschoolconstruction.org](http://iac.mdschoolconstruction.org)

# Educational Facilities Master Plan Process

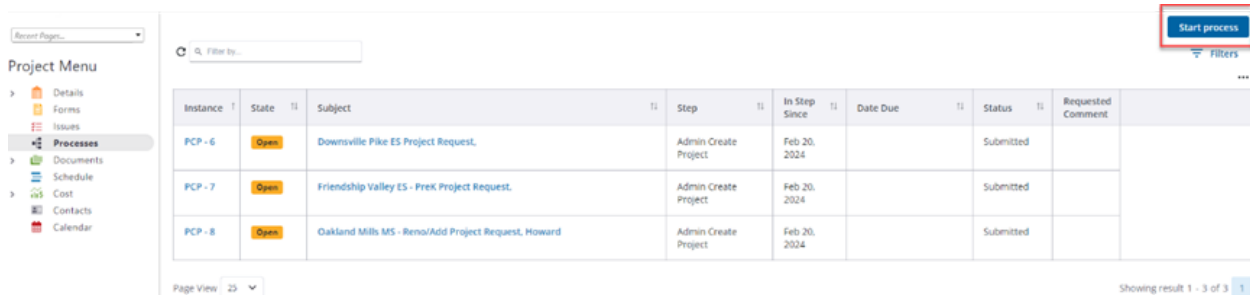
## Purpose of Process

For annual submission and review of LEA Educational Facilities Master Plans (EFMP).

## 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. This should be the very first project in your project list. 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” button which is situated in the top right corner of the page.



The screenshot displays the 'Project Processes' interface. On the left is a 'Project Menu' with options: Details, Forms, Issues, **Processes**, Documents, Schedule, Cost, Contacts, and Calendar. The main area features a search bar and a table of project processes. A 'Start process' button is highlighted in the top right corner. The table lists three processes, all with a status of 'Submitted'.

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 - Reno/Acid Project Request, Howard	Admin Create Project	Feb 20, 2024		Submitted	

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1. 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.
2. Choose the process by clicking on the name.

Select process

Search Educational Facilities Master Plan (EFMP)

- ✓ **Educational Facilities Master Plan (EFMP)**  
For annual submission and review of LEA Educational Facilities Master Plans (EFMP).
- Facilities Status Change (FSC)**  
To submit changes to the status of an existing school facility (such as name change, grade configuration, etc.).
- Project Creation Process (PCP)**  
To initiate the creation of a new school construction project.
- Site Review Process (SRP)**

Download EFMP Start EFMP

3. 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

You will be required to upload several documents for the request. Please pay close attention to how the documents should be included as some are PDF, while others are required as Excel documents. Once you have included all required documents, then click on the submit button in the upper right hand.

## Educational Facilities Master Plan (EFMP)

Start Process		Print	Check Spelling	Submit	Save Draft	Cancel
Project:	*** LEA View Training Project					
Project Number:	555555555					
Process:	Educational Facilities Master Plan					

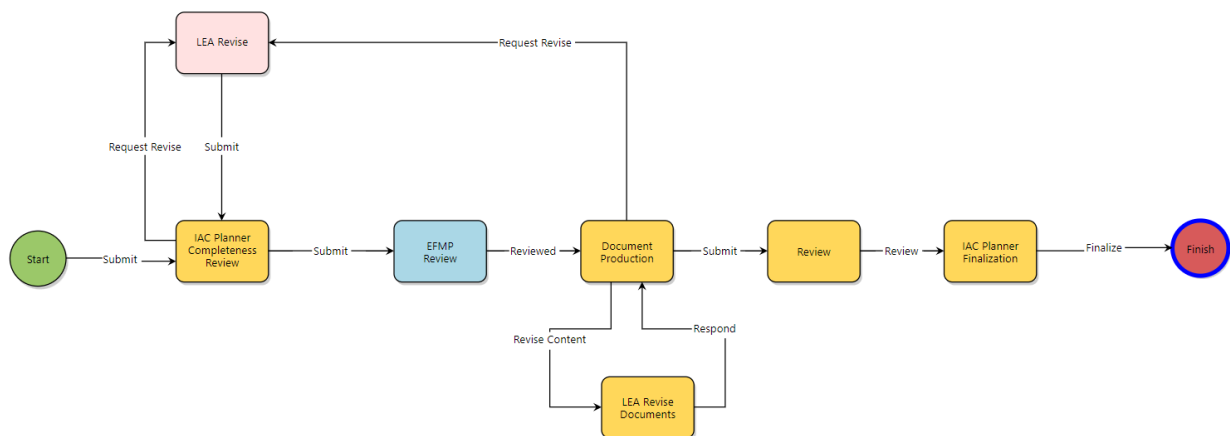
  

Details	Documents (0)	Attached Processes (0)	Attached Forms (0)
Expand All   Collapse All			
<b>Document Uploads</b>			
* EFMP Required Elements List (PDF):	Drop and drag file here	or	Browse Computer Browse e-Builder
* EFMP (PDF):	Drop and drag file here	or	Browse Computer Browse e-Builder
* Enrollment projections (Excel):	Drop and drag file here	or	Browse Computer Browse e-Builder
* Annual Facility Inventory Update Assurance Form (PDF):	Drop and drag file here	or	Browse Computer Browse e-Builder

Print	Check Spelling	Submit	Save Draft	Cancel
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## Process Workflow



## Workflow Steps

1. **Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner will upload all required documents and submit the process.
2. **IAC Planner Completeness Review:** The IAC Planner will review all uploaded documents, and then prepare for the internal IAC review. If the IAC Planner needs a revision or requires more information, then the request will be sent back to you. You will receive a notification when this happens.
3. **EFMP Review:** A team will concurrently review all of the information provided, and work internally on decisions.
4. **Document Production:** The IAC Planner will finalize the Master Plan, and then send it to the process initiator for their final review. The process initiator will have a chance to update or revise the document, and then once complete will send it back to the IAC planner.
5. **Review:** The IAC Planner will send the updated document for a second review. Once complete, and reviewed by all participants, the final document will be submitted.

6. **IAC Planner Finalization:** The letter will be finalized and uploaded to the request. Once the IAC Planner takes action, the process initiator will be notified via email and will have access to the document.