

State of Maryland
Interagency Commission on School Construction

Business Management System
Feasibility Study Review
Process User Guide



Interagency Commission on School Construction
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Baltimore, MD 21201
(410) 767-0617

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

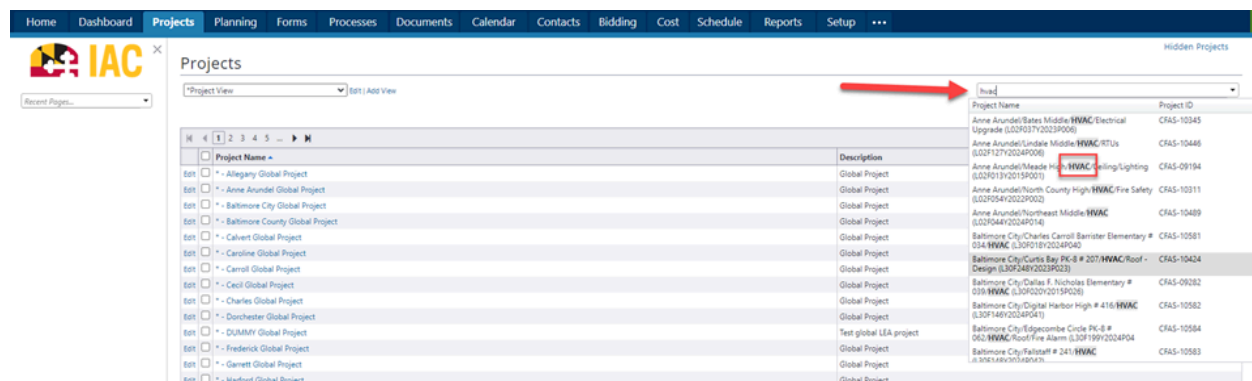
Feasibility Study Review Process

Purpose of Process

To initiate a new Feasibility Study or request a Feasibility Study waiver.

Starting the Process

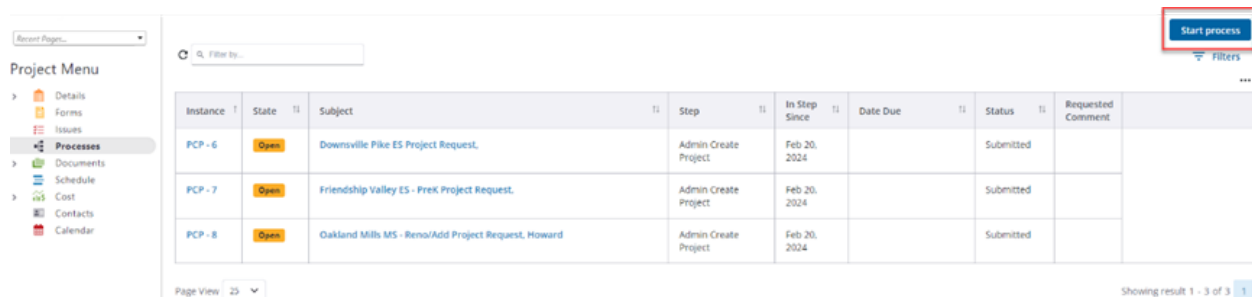
To start this process, you must find the specific project in the project list. To find the project, click on the projects tab, and then start typing the name of the project. The application will recognize the first few letters that have been typed and will shorten the list to help you find the project easily.



Project Name	Description	Project ID
Anne Arundel/Rates Middle HVAC/Electrical Upgrade (L30F127Y2023P006)	Global Project	CFAS-10345
Anne Arundel/Lundale Middle HVAC/RTUs (L30F127Y2024P006)	Global Project	CFAS-10446
Anne Arundel/Meade H...HVAC...elling/Lighting (L30F131Y2015P001)	Global Project	CFAS-09194
Anne Arundel/North County High HVAC/Fire Safety (L30F054Y2023P002)	Global Project	CFAS-10311
Anne Arundel/Northeast Middle HVAC (L30F044Y2024P014)	Global Project	CFAS-10409
Baltimore City/Charles Carroll Barrister Elementary # 034 HVAC (L30F181Y2024P040)	Global Project	CFAS-10581
Baltimore City/Curtis Bay PK-8 # 201 HVAC/Roof - Design (L30F245Y2023P023)	Global Project	CFAS-10424
Baltimore City/Dallas F. Nicholas Elementary # 039 HVAC (L30F020Y2015P028)	Global Project	CFAS-09282
Baltimore City/Digital Harbor High # 416 HVAC (L30F146Y2024P041)	Global Project	CFAS-10582
Baltimore City/Edgemoor Circle PK-8 # 042 HVAC/Roof/Fire Alarm (L30F159Y2024P04)	Test global LEA project	CFAS-10584
Baltimore City/Fallstaff # 241 HVAC (L30F146Y2024P041)	Global Project	CFAS-10583

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

1. In the left side Project Menu, select the "Processes" tab.
2. In the "Project Processes" home screen, click on the start process tab which is situated in the top right corner of the page.



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/Add Project Request, Howard	Admin Create Project	Feb 20, 2024		Submitted	

3. 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.
4. Choose the process by clicking on the name.

Select process [X]

Search: Feasibility Study Review (FS) [X]

- For submission and review of Design Development documents (DDs).
- Ed Spec Process (EDSP)**
For submission and review of Educational Specifications (Ed Specs).
- Emergency Management Shelter Compliance Process (EMSC)**
For any project involving a replacement or upgrade of the electrical system, emergency management shelter compliance requirements must be met.
- ☒ **Feasibility Study Review (FS)**
To initiate a new Feasibility Study or request a Feasibility Study waiver.
- Gross Area Baseline Variance Request (GAB)**
To request a variance to the Gross Area Baseline (GAB) for a school facility.
- Healthy School Facility Fund (HSFF)**
To request school construction funding from the Healthy School Facility Fund (HSFF).

[Download FS] [Start FS]

5. 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

The submission of the review is a two step process. The initial step you will be asked whether you are requesting a "Feasibility Study", or a "Feasibility Study Waiver". Your response to the question will determine the next of the two step process. Once you have answered the question, then click the "Submit" button in the upper right.

Feasibility Study Review (FS)

Start Process		Print Check Spelling Submit Save Draft Cancel
Project:	*Governor Mickey Memorial Overpass Project (L0144556699882211)	
Project Number:	CPS-1234	
Process:	Feasibility Study Review	

Details

Documents (0)

Attached Processes (0)

Attached Forms (0)

Expand All | Collapse All

★ Is this a Feasibility Study, or Feasibility Study Waiver Request For Review:

☐ Feasibility Study
☐ Feasibility Study Waiver

[Print](#) [Check Spelling](#) [Submit](#) [Save Draft](#) [Cancel](#)

Second Step, Feasibility Study

To finish submitting your request, you will be asked to upload all necessary documents required. Please pay attention to how the documents are to be uploaded. Some are required as PDFs while others are required as Excel documents. You will also be required to add information about an Ed Spec process. This is important as the Ed Spec process is a prerequisite to submit this process. Once complete, please take the Submitted action in the top right hand corner.

Feasibility Study Review (FS) - 7

Feasibility Study Review (FS) - 7		Delete Instance Workflow Override All Fields View
<div>Submitted</div> <div>Take Action Check Spelling Print Copy Delegate Save Cancel</div>		
Project:	*Governor Mickey Memorial Overpass Project (L0144556699882211)	
Process Document:	FS - 7 Show History Current Actors	
Current Workflow Step:	Feasibility Study Show Workflow Diagram	
Subject:	*Governor Mickey Memorial Overpass Project (L0144556699882211) Feasibility Study	
Status:	Submitted	

Details

Comments (0)

Documents (0)

Attached Processes (0)

Attached Forms (0)

Attached To (0)

Expand All | Collapse All

Is this a Feasibility Study, or Feasibility Study Waiver Request For Review:

Feasibility Study

Education Specification

Please note that submission of an educational specification is a prerequisite for feasibility study approval. If you have not submitted an educational specification, please begin the Ed Spec process immediately before proceeding with submission of the FS.

★ Has the Educational Specifications been submitted and reviewed by the OSF?

☐ Yes
☐ No

Sent as PDFs

★ Feasibility Study:

https://fac.mdschoolconstruction.org/?page_id=616

Drag and drop file here

[Browse Computer](#) [Browse e-Builder](#)

★ Is this school facility in or adjacent to a historic district (local or State)?

☐ Yes
☐ No

★ Does this school facility have a portion of the building that is older than 1960?

☐ Yes
☐ No

If available, determination of historical significance by Maryland Historical Trust:

Drag and drop file here

[Browse Computer](#) [Browse e-Builder](#)

★ Does this school facility have a historic designation (local or State)?

☐ Yes
☐ No

★ Copy of Local Board of Education Action:

Please note that the BOE approval must clearly identify either acceptance of the feasibility study and its recommended option or the option selected by the board and rationale for deviating from the option recommended by the feasibility study.

Drag and drop file here

[Browse Computer](#) [Browse e-Builder](#)

Sent As Excel Documents

Excel Proposed Program Space Summary if none previously submitted:

Drag and drop file here

[Browse Computer](#) [Browse e-Builder](#)

★ Thirty-Year Life Cycle Cost Comparisons for all options:

Drag and drop file here

[Browse Computer](#) [Browse e-Builder](#)

Submitted

[Take Action](#) [Check Spelling](#) [Print](#) [Copy](#) [Delegate](#) [Save](#) [Cancel](#)

Second Step, Feasibility Study Waiver

To finish submitting your request, you will be asked to upload all necessary documents required. Please pay attention to how the documents are to be uploaded. Some are required as PDFs while others are required as Excel documents. You will also be required to add information about an Ed Spec process. This is important as the Ed Spec process is a prerequisite to submit this process. Lastly, once you have added all required documents and data, you will be asked to provide any anticipated changes to enrollments. Once complete, please take the Submitted action in the top right hand corner.

Feasibility Study Review (FS) - 8

[Delete Instance](#)
[Workflow Override](#)
[All Fields View](#)

<p>Project: *Governor Mickey Memorial Overpass Project (L0144556699882211)</p> <p>Process Document: FS - 8 Show History Current Actors</p> <p>Current Workflow Step: Feasibility Study Waiver Request Show Workflow Diagram</p> <p>Subject: *Governor Mickey Memorial Overpass Project (L0144556699882211) Feasibility Study Waiver</p> <p>Status: Submitted</p>	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Submitted</div> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Take Action</div> <div style="display: inline-block; margin-left: 10px;"> Check Spelling Print Copy Delegate Save Cancel </div>
<p>Project Number: CFS-1234</p> <p>Overall Due Date:</p> <p>Step Due Date:</p>	

Details | [Comments \(0\)](#) | [Documents \(0\)](#) | [Attached Processes \(0\)](#) | [Attached Forms \(0\)](#) | [Attached To \(0\)](#)

Expand All | Collapse All

Education Specification

Please note that submission of an educational specification is a prerequisite for feasibility study waiver approval unless an LEA has requested and received approval to proceed to a feasibility study waiver request prior to educational specification submission.

Has the Educational Specifications been submitted and reviewed by the OSF? ☐ Yes ☐ No

Feasibility Study Waiver Request Sent as PDFs

Request letter with narrative: Request letter with narrative describing the salient deficiencies of the existing building which precluding renovation or addition, which can include capacity issues, structural concerns, envelope limitations, floor height limitations, accessibility, and other factors.

Site plan or aerial image of existing site with indications of site boundaries: or [Browse Computer](#) [Browse e-Buildler](#)

Simple floor plan of the existing building: or [Browse Computer](#) [Browse e-Buildler](#)

Photographs documenting deficiencies of the existing building: or [Browse Computer](#) [Browse e-Buildler](#)

Is this school facility in or adjacent to a historic district (local or State)? ☐ Yes ☐ No

Does this school facility have a portion of the building that is older than 1960? ☐ Yes ☐ No

If available, determination of historical significance by Maryland Historical Trust: or [Browse Computer](#) [Browse e-Buildler](#)

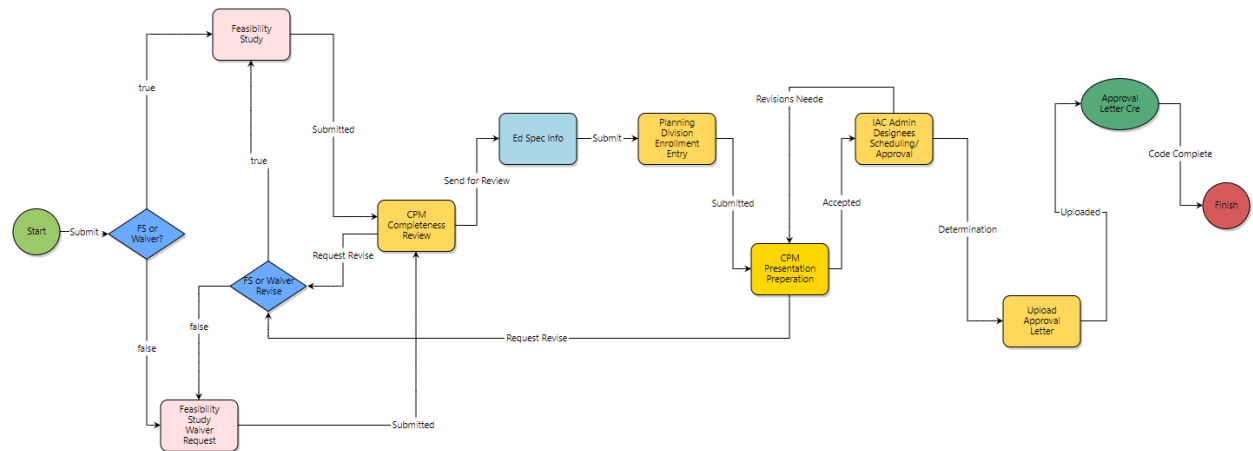
Does this school facility have a historic designation (local or State)? ☐ Yes ☐ No

IAC staff will use the most recent LEA enrollment projections to determine projected eligible enrollment for planning purposes.

Do you anticipate any changes to enrollment projections for this facility? Please describe:

Segue UI, A... 12px

Process Workflow



Workflow Steps

1. **Start:** Initial submission of the Feasibility Study Process. Requested by the LEA Facilities Planner. The Planner will choose whether this is a feasibility study request, or a waiver.
2. **Feasibility Study:** LEA Facilities Planner will add all required information and documents and submit the request.

3. **Feasibility Study Waiver Request:** LEA Facilities Planner will add all required information and documents and submit the **Waiver** request.
4. **CPM Completeness Review:** The request will be reviewed for completeness. If the CPM needs a revision or requires more information, then the request will be sent back to you. You will receive a notification when this happens.
5. **Ed Spec Info:** The OSF Admin will review the request, and confirm that all Ed Spec information has been added.
6. **Planning Division Enrollment Entry:** The IAC Planner will review the information and add "Planning Review of Enrollment" information. This will include but is not limited to an estimated enrollment projection.
7. **CPM Presentation Preparation:** The CPM will use all provided information to prepare for an internal presentation on the process. This will be used in the upcoming steps.
8. **IAC Admin Designees Scheduling/Approval:** The IAC Admin will prepare and schedule the information to present at the designees meeting. If the IAC Admin requires additional information, they are able to route the application back with comments and requests. Once complete, the IAC Admin will record the determination and push the process forward.
9. **Upload Approval Letter:** If approved, the IAC Field Admin will upload the determination letter, and push the process to completion. On completion, the process initiator will be notified of the determination, and will have access to the letter.