State of Maryland

Interagency Commission on School Construction

Business Management System

School Safety Grant Program Contract Approval

Process User Guide

School Safety Grant Program Process

Purpose of Process

For submission and review and approval of all School Safety Grant Program contracts for FY 2022 and later.

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.

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   ✕

🔍   SSGP Contract Approval (SSGP)   ✕

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.).

Funding Revision Process Global (FRPG)
Funding Revision Process for global projects.

Project Creation Process (PCP)
To initiate the creation of a new school construction project.

Site Review Process (SRP)

✓ **SSGP Contract Approval (SSGP)**

⬇ Download SSGP   **Start SSGP**

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

Initial Submission Layout

Your initial step will require you to determine information that is important to the request. Please be sure to read each data field description carefully and load all necessary information. This will include both comments and important documents.

While filling out the required information, please be sure to pay special attention to the instructions within the blue banner.

In order to submit this Contract Award Request, you must please choose a "Commitment Type", as well as a "Company"
For the "Commitment Type", please choose the option that best describes the type of contact you are creating
For the Company, if this is a CMA contract, then please choose the company named CMA Vendor. You can do this by typing CMA in the dropdown, and then just highlight the name.
If this is not a CMA contract, then please choose the correct Vendor or Contractor.
Please disregard everything else as it only pertains to the IAC.
If the vendor is not listed, then please request a vendor add via email to iac.pscp@maryland.gov with the vendor name(s) and TIN(s). The vendor will be added within one business day.

Here is the initial request layout:

Once finished filling out all of the important information, click submit, which is located in the top right hand corner of the page.

You are able to follow the process as it goes through all steps by clicking the process instance with the Processes tab within the project.

Start EMSC   Start process

🔁 🔍 Filter by...   EMSC ⊗   ☰ Filters ❶

PROCESSES   REPORTS

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☐	Instan... ↑	State ⇅	Subject ⇅	Step ⇅	In Step Since ⇅	Date Due ⇅	Status ⇅	Requested Comment ⇅
☐	EMSC	Draft	Washington/Governor/ Mickey Memorial/ Overpass/ Project (L0144556699882211), Emergency Management Shelter Compliance Process				NotAssigned	
☐	EMSC - 1	Open	*Mickey Test Project, Emergency Management Shelter Compliance Process	CPM Review	Feb 23, 2024		Submitted	

Process Workflow
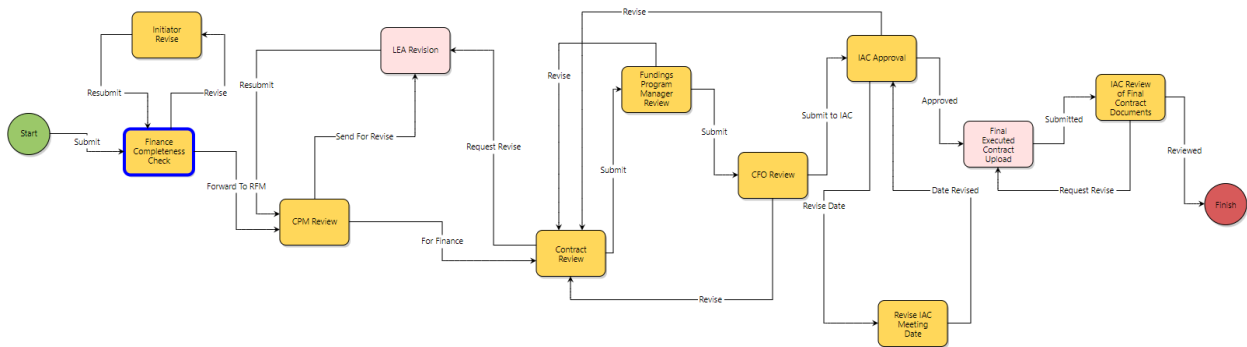
Workflow Steps

1. **Start:** Requested by the LEA Facilities Planner. The LEA Facilities Planner will complete all required fields by adding pertinent data and required documents.
2. **Finance Completeness Check:** The IAC Finance Administrator will review the request for completeness. If there are any questions or changes needed, the process will be routed back to the initiator to update.
3. **CPM Review:** The IAC Capital Projects Manager will then review the request and send it back to the IAC Finance Administrator when finished. If there are any questions or changes needed, the process will be routed back to the initiator to update.
4. **Contract Review:** The IAC Finance Administrator will do a final review.
5. **Funding Programs Manager Review:** The IAC Funding Programs Manager will review the request.
6. **CFO Review:** The IAC CFO will review the request and make their decision.
7. **IAC Approval:** The IAC Administrator, once the contract is approved, will add the IAC approval date to the process.
8. **Final Executed Contract Upload:** Once approved, the process will be routed to the process initiator to add/upload the final signed contract from the vendor.
9. **IAC Review of Final Contract Documents:** The IAC Finance Administrator will review the uploaded documents. Once reviewed, the Administrator will then add the contract to the BMS cost module, and send the process on to the finish step.