

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

**Business Management System**

**LEA SFA Pre-Assessment Document Upload and  
LEA MEA Pre-Assessment Document Upload**

**Process User Guide**



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

# LEA MEA and SFA Pre-Assessment Document Upload

## Purpose of Process

These processes will be used by the LEA to submit all pre-assessment documents to the Assessment and Maintenance Administrator.

## Starting the Process

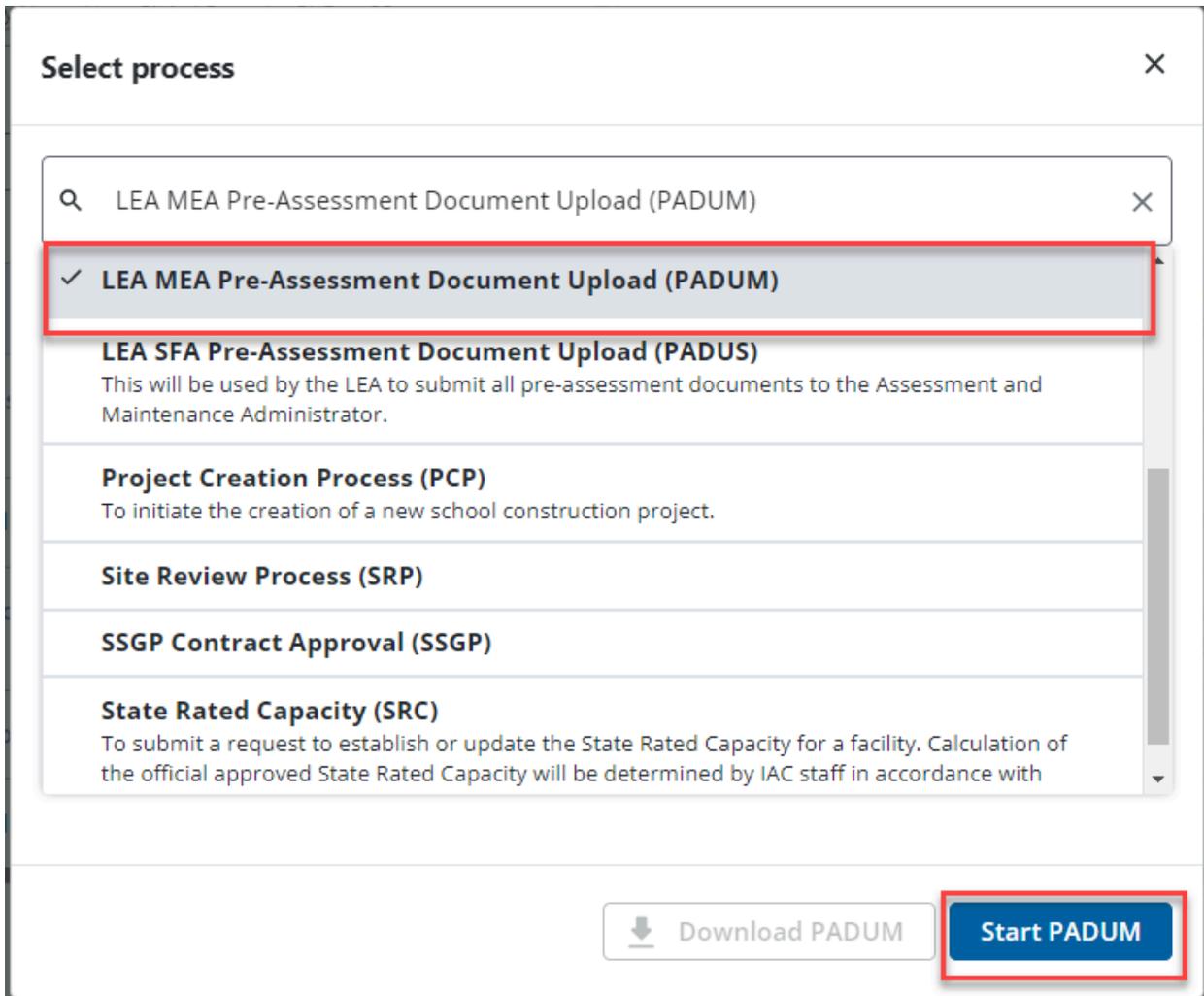
To start both of these processes, you must go to your Global LEA project. Your specific project will be named, “\* - (Your LEA Name) Global Project”. This should be the very first project in your project list. Once you are within that project, please use these steps to start the process.

- 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 shows the IAC Project Processes interface. The left sidebar has a 'Processes' tab highlighted. The main content area shows a table of project processes. A 'Start process' button is highlighted in the top right corner. The table has the following data:

Instance	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
PADUM - 1	Closed	, Pre-Assessment, Arbutus Elementary, 03.160	Finish	Sep 12, 2024		Submitted	
FRPG - 1	Closed	* - DUMMY Global Project, Funding Revision	Finish	Aug 7, 2024		Approved	
PCP - 1	Open	Some school 240130153245 Project Request,	Admin Create Project	Jan 30, 2024		Submitted	
CFSU	Draft	. CIP Front End Docs, FY 2026				NotAssigned	
FRPG	Draft	* - DUMMY Global Project, Funding Revision				NotAssigned	

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 correct name.
3. There will be several options for you to choose from in the process dropdown, so please choose either the, “LEA MEA Pre-Assessment Document Upload”, or the “LEA SFA Pre-Assessment Document Upload” depending on the type of assessment.



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

## Initial Submission Layout

Your initial step will require you to identify the school name and PSC number that you will be uploading files for. The dropdowns for both of these fields are set up so that you will only need to choose the "School Name", and then the PSC Number will be chosen for you. You will still need to click on the "PSC Number" field but there will just be one option. The school names are in alphabetical order, so there will be some scrolling required, however if you start to type the first few letters of the school name, the list should be shortened.

Once you have chosen the "School Name", and the "PSC Number", you will then be able to drag and drop the documents into the "Document" tab.

There are extensive instructions on how to do this in the Initial Submission Layout.

Here is the initial submission layout:

**e-Builder**

### LEA MEA Pre-Assessment Document Upload (PADUM)

**Start Process** Print Check Spelling Submit Save Draft Cancel

Project: Your County Name Here Global Project  
Project Number: 01\_Dum35  
Process: LEA MEA Pre-Assessment Document Upload

**Details** Documents (0) Attached Processes (0) Attached Forms (0)

Expand All | Collapse All

**Please choose the School name, and the PSC number of the facility that you are uploading the pre-assessment documents for. See instruction below on how to upload documents. Once complete, please click on the "Submit" button on the top right hand corner to finish the process Thank you.**

School Name: High Bridge Elementary  
PSC Number: Please select...

Additional Information as Needed:

#### How To Upload Documents

To upload the required documents, please follow these steps.

- Open the Documents Tab within the current layout.

**LEA SFA Pre-Assessment Document Upload (PADUM)**

**Start Process** Print Check Spelling Submit Save Draft Cancel

Project: Washington Governor's Valley Network Outage Project 124410000211  
Project Number: 076-024  
Process: LEA SFA Pre-Assessment Document Upload

**Documents (0)** Attached Processes (0) Attached Forms (0)

**Data**

School Name: Please select...  
PSC Number: Please select...

Additional Information as Needed:

**Once in the "Documents" tab, you will then be able to drag and drop any documents. If needed, you can drag multiple documents at the same time. Once you have dropped the document, you will be asked to "Finish" the upload process. You do not have worry about the descriptions of each document, or the upload description, and can ignore that feature. Also, the folder has been chosen ahead of time, so you will not have to. Click on the finish tab, and you are finished.**

**Upload Documents** Print Cancel

Select Description Name: Documents (0) Pre-Assessment Document Upload (2) Documents (0) Documents

Documents

- Item (1) Item for Pre-Assessment Document Upload
- Item (2) Item for Pre-Assessment Document Upload

Description:

Description:

Description:

**Disregard These Fields**

**Finish** Cancel

Print Check Spelling Submit Save Draft Cancel

You will not have to choose where the documents are stored, this is a feature of the application.

Once you are finished uploading the files, click "Submit," which is located in the top right hand corner of the page.

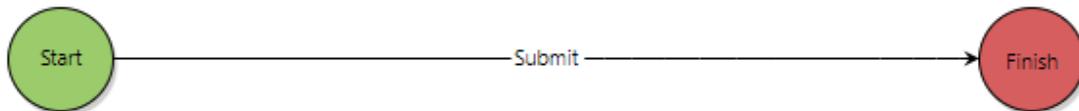
This is a simple one step process. Once you have submitted the process, IAC staff will be notified, and they will have access to the documents and information.

You will always be able to revisit this process by going into the process tab for your LEA's Global Project and searching by either name, date, or process type.

The screenshot shows the 'Project Processes' page in the e-Builder system. The navigation menu on the left includes options like Details, Planning, Forms, Issues, Documents, Schedule, Cost, Contacts, Calendar, and Bidding. The 'Processes' menu item is highlighted. The main content area features a search bar and a table of project processes. The table has the following data:

Instance	State	Subject	Step	In Step Since	Date Due	Status	Requested Comment
PADUM - 1	Closed	. Pre-Assessment, Arbutus Elementary, 03.160	Finish	Sep 12, 2024		Submitted	
PADUM	Draft	. MEA Pre-Assessment, High Bridge Elementary,				NotAssigned	

## Process Workflow



## Workflow Steps

1. **Start:** Submitted by the LEA Maintenance role. The LEA Maintenance role will complete all required fields by adding pertinent data and required documents. Once submitted, the process will then be put in "Finished" status, while notifying all of the pertinent MD IAC Users. These users will be different depending on whether the assessment is an SFA, or MEA assessment.