State of Maryland

Interagency Commission on School Construction

Aging Schools Program

Administrative Procedures Guide

Applications for this program must be submitted online through the IAC's [Business Management System](#).

Record of Changes

Version	Description	Date
2.0	Updated COMAR reference; Section 10. Future Project Funding – revised review level submission requirements.	01/21/2020
2.1	Updated 11 Eligible Projects\Expenditures and Required Project Approval; Revised review level submission requirements; update citations.	04/14/2022
2.2	Revisions to the prevailing wage threshold; anticipated project approval timeline; update non-substantive language.	04/20/2023
2.3	Addition to reimbursement instructions; updating application platform to the Business Management System (BMS).	06/13/2024
2.4	Clarifies combined funding and reimbursement request process in the BMS.	11/14/2024
2.5	Removes the restriction of ASP funds being used for forward funded projects.	02/13/2025
2.6	Updating Attachment 1 to reflect dates for FY 2026	03/13/2025

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1. Background

Maryland's Aging Schools Program (ASP) was established by legislation in 1997. Subsequent legislation extended and modified it. Funds are distributed in accordance with Education Article §5-324 and the annual budget. Beginning with fiscal year 2010, funding for the Program was provided from proceeds of State general obligation bonds. Eligible projects were thereafter restricted to those having at least a 15-year anticipated lifespan.

The ASP is administered by the Interagency Commission on School Construction (IAC) in accordance with COMAR 14.39.02 Aging Schools Program. The IAC approves expenditures and develops administrative procedures for the program.

2. Purpose

The ASP provides State funds to all school systems in the State of Maryland to address the needs of their aging school buildings. These funds may be utilized for capital improvement projects in existing public school buildings and sites serving students.

3. Allocations

1. Funding allocations for each Local Education Authority's (LEA) are set forth in Education Article §5- 324.
2. By May 1 of each year the IAC staff will disseminate information regarding the annual allocation available for each LEA and the program schedule.
3. State funds provided through the ASP do not require matching local funds. The LEA is required to have local funds available for the payment of cost in excess of the State allocation and ineligible project cost.

4. Eligible Aging School Projects

Eligible projects are capital improvements to public school buildings and sites that, when completed, would protect the school building from deterioration, improve the safety of students and staff, and enhance the delivery of educational programs.

1. The amount of ASP funding requested must be at least $10,000 and no more than the total State allocation for the LEA, except as allowed by Section 6 of this procedures guide. There are no restrictions on the LEA providing additional funds for the project.
2. The building or building system improved by the project must have a minimum calculated age of 16 years at the time the funding request is submitted. Age will be calculated from the following:
    a) Original occupancy date if never renovated, or;
    b) Occupancy date following a complete renovation, or;
    c) Average of original occupancy date and post-partial renovation occupancy date.
3. The school's utilization rate should be at least 60%; however, the LEA may submit

documentation for approval justifying the project if the rate is less.
4. ASP Funds may be combined upon LEA request with funds from the School Safety Grant Program and/or Pass Through Grant Program. ASP funding shall not be combined with funding from any other State source.

5. Ineligible Projects/Expenditures

Ineligible projects and expenditures are the same as those specified in COMAR 14.39.02. Additionally, ASP funds may not be used:

a. To increase the State share of any project other than an SSGP or PTG project;
b. To supplement an approved State allocation for a project;
c. For improvements to property owned by a board of education that is not used by public school students;
d. For a contractual period exceeding one year;
e. For improvements to or the movement of relocatable classroom buildings;

6. Application Process

The LEA shall complete an ASP process submission in the IAC's Business Management System (BMS) for review and final approval by the IAC staff. Refer to the IAC's website for detailed BMS Instructions .

1. The project must be of a distinctive type in a single building.
2. The application should list the proposed projects in priority order and include one or two paragraphs describing in detail the existing conditions and the proposed scope of work including the determination of the applicability of the Emergency Shelter Compliance Process. The submission should also include information in each field as described in 12.7 Table 1 of this procedures guide:
3. For those projects that would qualify as capital maintenance under the Capital Improvement Program, the same information required for CIP submissions is required for the ASP.
4. The ASP list of projects may be submitted following a date specified by the IAC annually, and must be submitted at least 60 days before the end of the fiscal year for which funding is available.
5. After projects are approved and assigned a PSC/ASP number, the LEA may determine that another project is of a higher priority. The LEA may then request a substitution for the previously approved ASP project. The request will be subject to review and approval as for all ASP projects.
6. The cumulative cost estimate for the proposed projects may exceed the LEA's allocation by no more than ten percent. The proposed work estimate may be adjusted upon request from the LEA at the time of contract award approval or approval of the purchase order. Funding is limited to the LEA's total annual allocation.

7. Project Approval Process

1. Requests from the school systems will be reviewed and processed as they are received. The following will be considered:
    a. Type of work;
    b. Age of the building or system;
    c. Current CIP for other work planned at the facility;
    d. The utilization rate of the school.
2. It is anticipated that projects that are submitted on the 1st of the month will be approved by the 15th of the month. A PSC/ASP project number will then be assigned. A project can then proceed through the design and/or procurement process.
3. Section 11. Required Approved Project lists the levels of review required for eligible expenditures prior to advertising and bidding. The State may alter these requirements at its discretion. Failure to comply with these review requirements will result in the project being deemed ineligible for State funding. The submission requirements for projects that repair or replace components of a building system could be reduced during the initial review process.
4. The LEA will be required to provide an IAC/PSCP Form 104.2 Environmental Assessment Form to the State Clearinghouse if the project will change the footprint of the existing facility.
5. The Maryland Emergency Management Agency (MEMA) is to be consulted for each project that the LEA determines will be used for public shelter during a national, state, or local emergency event.
6. The Maryland Historical Trust (MHT) must be consulted on all projects for State funding, requiring standard review as set forth in the Programmatic Agreement. The LEA should review the MHT *Schools by Category* list for projects receiving State funding to determine if consultation with MHT is applicable to the requested project. The project review submission form is available on the MHT website. Contact Beth Cole, Maryland Historical Trust at (410) 697-9541 or beth.cole@maryland.gov if you have any questions.

8. Procurement/Contract Awards

1. Procurement shall be in compliance with COMAR 14.39.03 as well as Md. Code, Education Article § 5-112. State ASP funds may only be expended for projects which are placed under contract or procured after a PSC/ASP number is assigned and the project has proceeded through the required review process for the specific project type. Project Delivery Methods other than General Contracting may require approval by the IAC in accordance with COMAR 14.39.04. Please reach out to your assigned Capital Projects Manager with any questions. Failure to comply with these requirements will result in the withholding of funds for that project. The school system may then substitute another project for review and approval.

    The following will apply:
    a. **Projects which cost less than $50,000** do not require sealed bids unless a local board of education policy or procedure has a dollar value that requires sealed bids.
    b. **Projects which cost at least $50,000 but less than $100,000 are required to be bid, consistent with Section 5-112 Bids of the Education Article**. A copy of the bid tabulation must be submitted with IAC/PSCP Form RE 4000 Project Reimbursement/Expenditure Report for the ASP project.
    c. **Projects which cost $100,000 or more are required to be bid, consistent with §**

5-112 Bids of the Education Article. A copy of the bid tabulation with a copy of the low bidder's proposal must be submitted for State review and approval of the contract award.

    d. **IAC approval is required for all contracts.**

2. An existing State or local contract which was previously competitively bid can be utilized for any project in the funding levels described above. The previously approved contract number, the bid date, and the expiration date of the contract should be submitted.

3. Projects over $250,000 in which the State participation is more than 25% of the total contract value can utilize an existing State or local contract so long as verification is provided that prevailing wages are paid, in accordance with Md. Code, State Finance and Procurement Article §17-201 through §17-226.

4. The LEA must utilize its MBE procedures for all ASP project procurements. All requests for reimbursement must include a completed Project Reimbursement/Expenditures Report, Minority Business Enterprise Participation Form which is located on the [IAC website](#).

5. Adherence to the MBE procedures is required for all ASP project procurements to ensure reimbursement at project completion. Projects with a construction value estimate in excess of $50,000 are required to submit a MBE Goal Setting Analysis Form. For projects with a construction value in excess of $200,000 the Form should also be sent to the Governor's Office of Small, Minority, & Women Business Affairs (GOSBA). Any questions regarding MBE submissions should be directed to iac.pscp@maryland.gov.

6. A State school construction sign is required for ASP projects costing $100,000 or more. Construction signage instructions are located [on the IAC website](#).

9. Processing For Payment

Payment for work completed under the ASP will be through reimbursement to the school system. The State will provide one reimbursement per contract to the school system at the completion of the project. Upon completion of the project, the school system should complete the BMS Invoice Reimbursement process once for each approved project contract. Requests for reimbursement of multiple contracts may not be combined. Copies of canceled checks and contractor's requisitions/invoices or paid purchase orders must accompany this submission. If the contractor's requisitions/invoices do not provide a description of the type of work performed, a copy of the purchase order or contract shall be provided. No other financial reports or documentation need be submitted to process the reimbursement request. As with all State-funded school construction projects supporting documentation must be retained until future audit.

1. In lieu of submitting a copy of the canceled check from the bank, the Contractor's Certification of Receipt of Payment ([Attachment VII - IAC/PSCP form 306.2a](#)) will be accepted to initiate reimbursement. It must be signed by the contractor and notarized. This form must be attached to the applicable BMS Invoice Reimbursement process.

2. If the request for reimbursement differs from the amount specified in the initial submission, the school system must submit a brief explanation of the difference and specify the action requested by the school system. All requests for reimbursement shall be submitted 30 days prior to the end of the calendar year in which reimbursement is required.

10. Future Project Funding

If a public school building is renovated through the Capital Improvement Program within 15 years of the completion of an ASP project, the Maximum State Allocation for the renovation or limited renovation of the building shall be adjusted to account for the State's previous ASP allocation. Local funds expended for such improvements will not be deducted in future years from the Maximum State Allocation.

11.   Required Approved Project Reviews

Review Level submission requirements are as follows:

0	No review required by IAC or Partner Agencies; this includes any project less than $1 million, pursuant to Education Article, §2-303(f).
1	Construction documents required for review by IAC and Partner Agencies.
2	Design development documents and construction documents required for IAC or Partner Agency review.
3	Abbreviated educational specifications, schematic drawings, Design Development documents, and Construction documents required for review by IAC and Partner Agencies.

Project Scope	Review Level
● Building renovations (exterior/non-spatial interior) ● Asbestos and/or lead paint removal/abatement ● Bleacher repair and/or replacement ● Carpeting with a 15-year warranty (installation/replacement with VCT) ● Ceilings (replacement) ● Communication systems (telephone and/or public address) ● Flooring materials (repair, replace, and/or refinish) ● Folding partitions (installation/replacement) ● Playground equipment ● Security improvements	1
● ADA accessibility (interior/exterior) ● Doors and/or windows (interior/exterior) ● Electrical systems ● Elevators ● Energy conservation projects ● Fire protection systems and/or components (alarms and/or sprinklers) ● Heating, ventilating, air conditioning systems and/or components	2

● Lighting systems and/or components ● Masonry work and/or components ● Plumbing, water, and/or sewer lines and fixtures ● Roofing systems and/or components ● Site redevelopment ● Wiring schools for technology (voice, video, and data)	
● Career Technology Education program facilities ● Kindergarten and/or PreKindergarten facilities ● Renovation projects (related to educational programs/services) ● Science facilities (middle or high school) ● School library facilities ● Underground fuel tanks (remove and/or replace)	3

ADDITIONAL NOTE:

Projects in these categories may be assigned a design review level other than that identified in the above table if the IAC Designees determine a different review level is appropriate based on the complete project scope and complexity. Other projects will be reviewed for eligibility on a case-by-case basis and required submittals will be specified.

Attachment 1

Schedule for Application and Approval of Project Funding

<u>**FY 2026 Aging Schools Program State Funds**</u>

3/13/2025	IAC Approval of the *Aging Schools Program (ASP) Administrative Procedures Guide & Release of Schedule and Application Instructions.*
4/11/2025 - 4/13/2026	Application submission period.
6/2/2025	State funds available.
12/1/2025	Deadline by which project must be under contract.
6/1/2026	Last day to submit requests for reimbursement.