State of Maryland

Interagency Commission on School Construction

Business Management System

Aging Schools Programs (ASP)

# User Guide

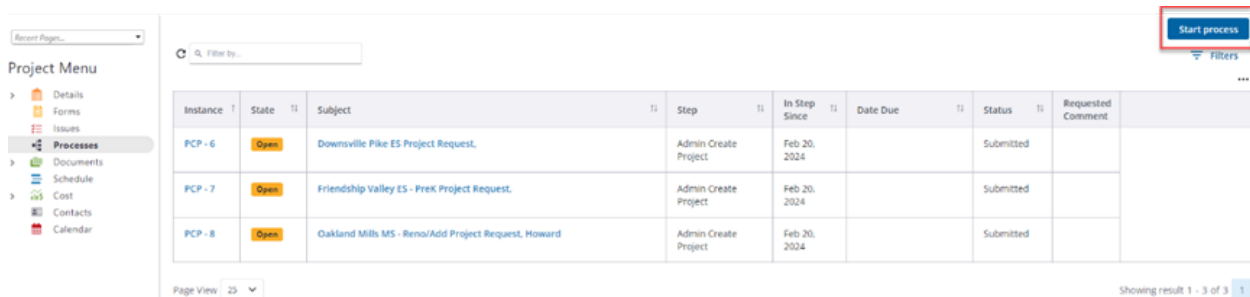# Aging Schools Programs Process

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 should recognize the first few letters that have been typed and will shorten the list to help you find the project easily.
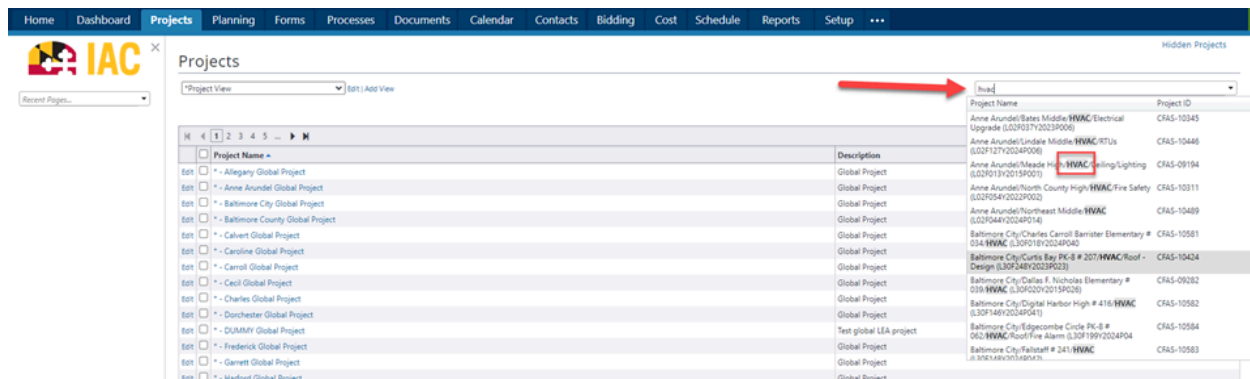
Once you are within that project, please use these steps to start the process.

1. In the 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.

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 ✕

🔍 Aging Schools Programs (ASP) ✕

Adjacent Schools Exclusion/Inclusion Request (ASEIR)
To request the exclusion or inclusion of a school facility (or facilities) considered to be adjacent to another school facility.

✓ **Aging Schools Programs (ASP)**
To request school construction funding from the Aging Schools Program (ASP).

Budget Change (BC)
Used to add the initial budget for a project, to move money from one line item to another, and complete other budget changes.

Built to Learn Funding Application (BTL)
To request school construction funding from the Built to Learn Program (BTL).

CIP Funding Application (CIP)
To request school construction funding from the Capital Improvement Program (CIP).

⬇ Download ASP   **Start ASP**

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

6. Fill out all pertinent information, which includes the scope, as well as the methods that will be required for the request.
7. Please pay close attention to all required fields, which will be notated by the red asterisk.
8. Once finished, submit the process using the "Submit" button which will be in the top right corner.
9. If for any reason during the filling out of the process fields, you can save your work by clicking on the "Save Draft" button in the top right corner.
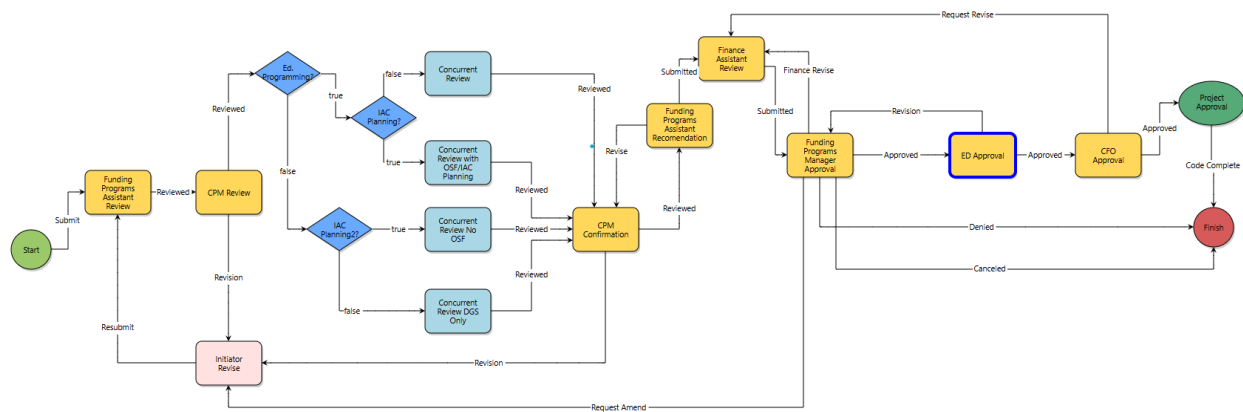
Process Workflow

Workflow Steps

1. **Start:** Initial submission of the ASP request. Requested by the LEA Facilities Planner.
2. **Funding Programs Assistant Review:** Will review the application for completeness and any questions. If there are questions, then the request will be routed back to the initiator for comments and revisions.
3. **CPM Review:** The Capital Projects Manager will review the submission. If there are no questions or comments, then the process will be routed to the first conditional.
4. **Educational Programming:** This is a conditional step. If the request impacts educational programming, then the process will be routed to the IAC Planning conditionals.
5. **IAC Planning:** This is a decision step that will route the process depending on whether the IAC Planning group needs to be involved.
6. **Concurrent Review:** A partner agency team will review the request, and provide any comments.
7. **Concurrent Review with OSF and IAC Planning:** A partner agency team including the IAC Planner, along with the OSF will review the request and provide any comments.
8. **Concurrent Review with IAC Planning and no OSF:** A partner agency team including the IAC Planner will review the request and provide any comments.
9. **Concurrent Review with DGS Only**: This will be a review with the DGS partner agency.
10. **CPM Confirmation:** The Capital Projects Manager will review and confirm all comments and documents.
11. **Funding Programs Assistant Recommendation:** Will do an internal review and recommend appropriate action.

12. **ED Approval:** The IAC Executive Director will review the recommendation and then update the request.
13. **CFO Approval:** The IAC CFO will perform a final review and approve the request.
14. **Project Approval:** This is an automated step that will compile the "ASP Approval Request Report" and archive it for future reference. A copy of the "ASP Approval Request Report" will be sent to the process initiator automatically via email notification. However the report will also be available within the closed process for reference if needed.