

INSTRUCTIONS FOR SUBMISSION OF  
FY 2017 CAPITAL IMPROVEMENT PROGRAM  
PUBLIC SCHOOL CONSTRUCTION PROGRAM

July 2015



Public School Construction Program  
200 W. Baltimore Street  
Baltimore, MD 21201  
(410) 767-0742  
(410) 333-6522 FAX  
E-mail: [kim.spivey@maryland.gov](mailto:kim.spivey@maryland.gov)

**INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION  
INSTRUCTIONS FOR SUBMISSION OF FY 2017 CAPITAL IMPROVEMENT PROGRAM  
July 1, 2015**

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## 1. GENERAL

### A. Regulatory, Policy, and Procedural Requirements

#### 1. Regulations and Administrative Procedures.

- a. *Regulations for the Administration of the Public School Construction Program* became effective on May 21, 2007 as COMAR 23.03.02, with amendments effective in November 2009, March 2010, November 2011 and November 2014. These Instructions are current as of this date. The *Regulations* should also be consulted.
- b. Consult appropriate sections of the *Administrative Procedures Guide*. Updated sections are available at [www.pscp.state.md.us](http://www.pscp.state.md.us). In particular, these *Instructions* supplement the detailed information in Section 102 "Capital Improvement Program," dated September 27, 2013.

#### 2. Capital Grant Program for Local School Systems with Significant Enrollment Growth or Relocatable Classrooms. The Capital Grant Program for Local School Systems with Significant Enrollment Growth or Relocatable Classrooms (EGRC) established by legislation in 2015 (SB 490, Chapter 355) requires the Governor to include \$20 million annually in the capital budget for eligible LEAs. The EGRC grants are supplemental to the Capital Improvement Program and are restricted to eligible LEAs based on one or both of the following factors:

- a. Significant Enrollment Growth: Full-Time Equivalent enrollment growth in a local school system that has exceeded 150% of the Statewide Average over the past 5 years; and/or
- b. Significant Number of Relocatable Classrooms: An average of more than 300 Relocatable classrooms in a local school system over the past 5 years

Eligibility for the EGRC will be determined annually. Eligibility for the FY 2017 CIP-EGRC will be based on each LEA's enrollment and/or relocatable classroom count as of September 30, 2015. Determination of the allocation amounts for eligible LEAs in the FY 2017 CIP - EGRC will be distributed separately in January 2016, with other requirements.

The FY17 CIP-EGRC grants will be applied to projects after the regular FY 2017 CIP allocations for the eligible LEAs are determined based on the approved final capital budget. LEAs that anticipate being eligible are advised to submit sufficient CIP requests to fully utilize the FY 2017 CIP - EGRC supplemental appropriation.

Note that a local match is required for projects in the EGRC. Separate procedures will be distributed to qualifying LEAs.

#### 3. Emergency Shelter Compliance Process. The Emergency Power Generation Regulation, COMAR 23.03.02.29, applies to all school construction projects that include new construction, replacement, or upgrade of the electrical system, and require that:

- a. Local officials consult with the Maryland Emergency Management Agency (MEMA) to determine those areas of the facility that are necessary for public safety when circumstances require use of the facility as a public shelter during or after a federal, State, or local declared emergency, and
- b. The LEA ensures that the areas determined by MEMA are designed and constructed to be fully powered in the event of an emergency through installation of a permanent, onsite emergency power source or other means to accept a temporary emergency power source.

Refer to Section 106 “Emergency Shelter Compliance Process” of the *Administrative Procedures Guide* (APG), approved by the IAC on April 17, 2014 (available on PSCP website at [www.pscp.state.md.us](http://www.pscp.state.md.us)) for detailed guidance on projects that will be subject to the Emergency Shelter Requirement.

**For purposes of the FY 2017 CIP submission, written evidence of consultation with MEMA will be a precondition for final recommendation of projects that involve replacement or upgrade of the electrical system. It is strongly recommended that LEAs consult early with the staff of the IAC on the application of the Emergency Shelter Requirement to FY 2017 CIP projects in order to avoid any delays in project approval.**

4. Sustainable Community Projects. On February 20, 2014, the IAC approved a policy designed to address Capital Improvement Program needs for renovation and replacement projects in schools located in Sustainable Communities when the schools do not meet the requirement that the projected seven-year combined enrollments for the subject and the adjacent schools show that the school will be fully utilized. Refer to Section 107 – Sustainable Community Projects, approved by the IAC on December 4, 2014 (available on PSCP website at [www.pscp.state.md.us](http://www.pscp.state.md.us)) for guidance on the eligibility requirements for Sustainable Community projects. If you have an upcoming project in your jurisdiction that meets the criteria for a Sustainable Community project, early communication with the IAC staff is highly recommended.
5. Roofing Replacement Projects. For Systemic Renovation roofing replacement projects, the three most recent semi-annual inspection reports must be submitted. The reports must clearly demonstrate that the subject roof was inspected by the LEA on a semi-annual basis. **A roofing replacement project will be considered for approval only if the three required reports are provided, and if the submitted reports demonstrate that inspections occurred on a semi-annual basis.**
6. Prevailing Wage Rates. State Finance and Procurement Article 17-201 through 17-226 requires that all contracts greater than \$500,000 for school construction projects in which the State participates in 25% or more of the total construction cost shall be subject to prevailing wage rates. This requirement should be taken into account in developing the Total Estimated Project Budget of IAC/PSCP Form 102.1 Request for Approval of Planning and Form 102.2 Request for Approval of Funding.

B. Communications:

1. Write “FY 2017 CIP - <name of LEA> - <Name of Project>” in the “Subject” line of every email communication to the IAC agencies (PSCP, MSDE, MDP, DGS). Note: Following this simple procedure will assist us to expedite your applications.
2. Provide a single point of contact (POC) for *all* communications regarding the CIP.
3. **Copy** the CIP Program Manager (Kim Spivey) and the Executive Associate (Helen McCall) on *all* communications, no matter how small. See Attachment III.

C. Submission Format:

1. **Submit seven complete paper copies** of the CIP to the Program Manager by October 5, 2015. Use the most recent PSCP Forms 102.1–102.6, accessible on the PSCP website at [www.pscp.state.md.us](http://www.pscp.state.md.us).
2. Number all pages; page numbers should be consecutive.
3. For all submissions, provide a **Table of Contents** and clearly mark the separate sections, preferably by page tabs or dividers that show the PSCP section (102.1/102.2, etc.).

4. All submissions are to be provided in **three-ring binders** on white paper, to allow for ease in inserting and identifying additional information or amendments.
5. Projects should be presented in **priority order** rather than disrupting the sequence by using separate sections for Forms 102.1 and 102.2 (e.g. planning and funding for the same project), for systemic renovations, etc.
6. If more than one project is submitted for the same facility, cross reference the projects, clearly indicate why they are submitted as separate projects rather than as a single project, explain if there is a preference for the two projects to be funded together, and explain whether they will be awarded under a single contract and how they will be coordinated.

D. Submission Information:

1. For projects in design as of October 2015, LEA should verify that square foot figures shown on Forms 102.1 and 102.2 match those shown on the latest design documents (SD, DD, CD).
2. **The square footage and dates for existing buildings must correspond to those in the PSCP Facility Inventory Database.** Updates should be made by the LEA to the IAC facility database as soon as possible after a State-funded project is substantially completed.
  - a. For renovation and addition projects that are requested for planning or construction but are not yet in design, the LEA should verify the square footage of the existing facility and update the Facility Inventory as necessary prior to submission of the annual CIP.
  - b. The Facilities Inventory Database should be updated to show all current square footages, SRCs and other information for requested projects, including adjacent schools that are used to justify the enrollments of requested projects.
3. Project information, including enrollment projection information, should correspond to information provided in the Educational Facilities Master Plan (EFMP) submission of July 1, 2015. If project information differs from that provided in the Educational Facilities Master Plan, provide an explanation of the change.
4. Indicate Priority Funding Area (PFA) status, local comprehensive plan designation, and water/sewerage status for each new construction, replacement, and renovation and addition project planning request (or combinations thereof).

E. **Original letters of local financial support addressed to the Executive Director are to be submitted as a separate document no later than November 23, 2015. Provide the letter as a separate document, not as an attachment within the CIP submission.**

F. Provide small maps showing the geographical location of all schools in the district. Provide separate maps for elementary, middle, and high schools, and for other schools, if appropriate.

G. **Attachment I** shows the schedule for review and approval of projects in the FY 2017 CIP.

## 2. STATE-LOCAL COST SHARE PERCENTAGE

A. **Attachment II** shows the schedule of State-local cost share percentages that should be used to calculate the State participation of projects.

B. The State cost share percentage is established at the time of first-time funding approval and is not changed thereafter.

1. For multi-year projects that received first-time funding in a prior fiscal year, the State cost share percentage will be as shown on the prior year CIP worksheet for the project.

2. A project that received planning approval in a prior year CIP without receiving funding will be subject to the FY 2017 State cost share percentage if the project is approved for funding in FY 2017.

### 3. PROJECT PRIORITIES

- A. Each project should have a sequential priority number.
  1. Do not use letters and numbers, number and hyphens, etc.
  2. The IAC recommends projects in local priority order to the greatest extent possible. We advise you to include all CIP projects, including Systemic Renovation and other smaller projects, in the actual priority order that is desired. **However, if high priority requests are submitted with incomplete, inaccurate or conflicting information that has not been resolved, or if they have not progressed to a level that allows them to be eligible for approval, they may be passed over for lower priority projects that are eligible.**
- B. If amendments are submitted on or before the deadline of November 23, 2015 that change the priority order of projects, submit the projects in the new priority order, and change the table of contents and form 102.4 Summary of Current and Future Project Requests appropriately. See Section 10, Amendments to CIP Requests.
- C. If requesting planning and construction in the same year for a project, submit Form 102.1 Request for Approval of Planning and Form 102.2, Request for Approval of Funding, each with a separate priority number. The requests should be in sequential priority order but do not need to have immediately adjacent priority numbers.

### 4. SPECIAL REQUIREMENTS

#### 4.1 Cooperative Use Space.

- A. To be eligible for State participation in funding of up to 3,000 gross square feet of cooperative use space, the area requested must be in addition to and distinct from square footage typically provided by the Board of Education for the educational program, and must be clearly identified in all design and construction documents that are submitted for review.
- B. Requests for projects which contain square footage for cooperative arrangements must include a letter of commitment on letterhead from the Board of Education regarding Board-sponsored community activities, or a letter of commitment from a non-profit organization or another governmental agency to the Board on letterhead, clearly agreeing to establish or continue the program for which the additional square footage is requested. **General letters of intent that do not provide the name of the partnering entity or a description of the activities will not be acceptable.**
  1. The PSCP must receive such letters of commitment before it can recommend cooperative use space for *funding* to the IAC; however, it is preferable to obtain such letters of support before requesting *planning* approval.
  2. *Note:* In order for cooperative use space to be excluded from the calculation of State Rated Capacity (SRC), an agreement outlining mutual responsibilities will be needed before the SRC can be calculated. The letter of commitment submitted with the CIP must indicate the intention of the Board and the non-profit organization or another governmental entity to establish such a written agreement in the form of a memorandum of understanding, a contract, or similar instrument that defines mutual responsibilities and the term of the arrangement.

- C. In the “Project Description” box, provide a complete and accurate description of the program(s) that will occupy the cooperative use space.
- D. Provide the **square footage of the cooperative use space**.
- E. For projects that involve both new and existing square footage, **indicate whether the cooperative use space is in the new or the existing area of the building (or both)**. If the space is existing, indicate the age of the square footage.
- F. Include a copy of the support letter(s) even if it has been previously submitted.

#### 4.2 Career Technology.

Requests for projects for career technology programs **must include a letter of support** from the MSDE Assistant State Superintendent for Division of Career and College Readiness (DCCR) to the local superintendent in compliance with the MSDE Facilities Guide for CTE Program Support dated September 2009. **Failure to provide the support letter will delay funding approval for comprehensive high schools, and local planning approval and funding for separate CTE centers.** For information on obtaining the letter, contact MSDE staff.

#### 4.3 Special Education Programs.

Requests for projects for special education facilities which serve students from outside their regular school attendance area **must include a letter of support** from the MSDE Assistant State Superintendent for Division of Special Education/Early Intervention Services (DSE/EIS) to the local superintendent for the programs and the proposed capital project. **Failure to provide the support letter will delay funding approval for comprehensive schools, and local planning approval and funding for separate special education centers.** For information on obtaining the letter, contact MSDE staff.

#### 4.4 High Performance Building Requirements.

New school projects, including complete replacements and replacements in which more than 80% of the final square footage will be new, are subject to the requirements of the High Performance Buildings Act (§5-312 of the Education Article). See Section 105 “High Performance Schools” of the *Administrative Procedures Guide* (APG) dated September 27, 2013 (available on PSCP website at [www.pscp.state.md.us](http://www.pscp.state.md.us)).

**Use of the Maryland International Green Construction Code.** The Maryland International Green Construction Code (MD-IgCC), as approved by the Secretaries of the Department of Budget and Management and the Department of General Services in December 2014, can be used as an alternative path to high performance certification. Amendments to APG Section 105 are in process. If an LEA is interested in using the MD-IgCC in place of LEED high performance certification, they should contact the Executive Director.

## 5. COST OF CONSTRUCTION

- A. Discussions with LEAs and construction industry leaders, as well as analysis of actual school construction bids received after January 1, 2015, indicate that construction costs have experienced an unprecedented increase in the last year. In addition, sitework costs as a percentage of total construction cost have increased significantly. In order to align the State construction cost with current industry trends, the IAC proposes to increase building costs by 21% above the FY 2016 figure, and concurrently to increase the sitework allocation from 12% of building cost to 19%.
- B. Cost per square foot for July 2016, subject to further review in the winter of 2015, is provided below.
  - 1. **Building only (less site development): \$282.00 / s.f.**
  - 2. **Construction (with site development for new construction @ 19%): \$335.58 / s.f.**

## 6. REQUESTS FOR PLANNING AND FUNDING APPROVAL (Forms 102.1 and 102.2)

### 6.1 General:

- A. Enrollment and State Rated Capacity (SRC):
  - 1. Enrollments for the subject and adjacent schools should be shown for the current school year 2015-2016, and for each school year to 2022-2023.
    - a. Provide most recent September 30 enrollment figures, and provide updates of Sept. 30 figures as soon as possible.
    - b. Enrollment figures in the CIP should be generally consistent with the figures in the sign-off letter submitted in the spring of 2015 to MDP and in the EFMP.
    - c. **Include Prekindergarten projections within projected FTE enrollments.**
  - 2. *Exceptions:*
    - a. For forward funded or locally funded projects, see Sections 6.3.C and 6.3.D below.
    - b. For systemic renovations, open space pod conversions, and science classroom renovations, provide only current and projected enrollments for the *subject* school.
    - c. **Note:** If the September 2015 actual enrollment data for each school in your school system is not available at the time of your October submission, this information must be submitted by October 30 in order to be considered by PSCP staff in their November recommendations to the IAC. September 2015 enrollment data (and revised projections, if available) may be submitted at any time prior to March 11, 2016 in order to be considered by PSCP staff in their recommendations to the IAC for the final round of FY 2017 project approvals in April 2016.
  - 3. **CRITICAL ITEM:** For enrollments and capacities of adjacent schools:
    - a. Include ALL adjacent schools of the same type (elementary, middle, etc.) shown in the Facility Inventory Database. The adjacent schools list is intended to show the *actual* and *anticipated* capacity of the subject and surrounding schools:
      - i. Include any locally funded or forward funded school that was occupied before the date of the CIP submission, even if it is included for funding reimbursement in the CIP.
      - ii. **NOTE:** For any school capacity that is now under construction, show the final anticipated *capacity* in the SRC column and indicate in which year the increase of *enrollment* will occur.



- iii. **NOTE:** All schools that will supply the proposed enrollment for the school listed in Item ii. above should be shown as adjacent schools, even if their attendance areas are not geographically contiguous to the subject school, and the Facility Inventory Database should be updated accordingly.
    - b. Indicate if any of the adjacent schools in the Facility Inventory Database **should not be considered** in the calculation of available capacity, and why (e.g. board of education policies or practice regarding road crossings). This remark also applies to charter schools, see item 4.
  4. Include in the list of adjacent schools any charter school facilities that have been approved by the Board of Education, including charter schools in facilities that are leased by the Board of Education.
  5. **CRITICAL ITEM:** In order for the capacity of the subject and adjacent existing schools to be accurately assessed, submit to Maryland Department of Planning a request for revision of SRC as soon as possible, and preferably well before submission of the CIP. Contact the MDP Designee for further information.
  6. If current and projected building utilization is under 60%, explain why the building is not being considered for closing. "Utilization" is defined as the current or projected FTE enrollment divided by the State Rated Capacity, expressed as a percentage.
- B. Show a breakdown of costs (construction, site development (if applicable), extra *local* costs associated with high performance school certification (if applicable), contingency, and other) on the appropriate lines of Forms 102.1 and 102.2 for *all* projects.
1. Round all figures to the nearest thousand.
  2. If costs in any category, e.g. site, are less than those developed through the formulas, provide an explanation.
  3. **Include the anticipated cost of cooperative use space within the construction line for the State, Local, and Total entries.**
  4. Include design fees, permit charges, and other miscellaneous local expenses under "Other Costs".
  5. Total costs should correspond to total costs shown on Form 102.4.
  6. **CRITICAL ITEM:** For *all* projects that involve an existing building (renovation, limited renovation, addition with renovation, etc.) show all projects funded by the State within the previous 15 years that may overlap with the scope of the work in the current request (CIP, TIMS, ASP, QZAB). **Note:** in the absence of an explanation that previous work does not overlap with currently proposed work, the IAC will assume that the work does overlap and will deduct a pro-rated portion of the costs, as appropriate to the new scope.
  7. High Performance Schools
    - a. See Section 4.4 of this document for information on use of the Maryland International Green Construction Code (MD-IgCC).
    - b. The State allocated additional funding for High performance during FY 2010 – FY 2014 only. The LEA may request reimbursement of the additional funding through the normal project requisition process upon presentation of High Performance certification.
- C. The anticipated bid date should be the anticipated *bid opening* date.
1. The amount of funding requested for FY 2017 must be supported by the project schedule, particularly the proposed bid opening date.

2. Provide a project expenditures schedule (“draw schedule”) for all major projects. Providing this information in advance will expedite project review.

D. **CRITICAL ITEM:** “Previously Approved Enrollment” and “Proposed Enrollment” on Forms 102.1 and 102.2:

1. The “Previously Approved Enrollment” figure in the section titled “State Scope” should provide, **without change**, the figure shown in the approved CIP worksheet for Planning Approval or for first time Funding from a previous fiscal year, whichever is applicable.
2. The “Proposed Enrollment” figure in the section titled “State Scope” should reflect the number of students that are justifiable in the seventh year (2022-2023 school year for the FY 2017 CIP request) per enrollment projections of the subject school and adjacent schools, not the anticipated State Rated Capacity.
  - a. This Proposed Enrollment figure should be based on the latest State approved enrollment figures.
  - b. For projects that have received partial funding in a previous fiscal year, the “Proposed Enrollment” figure should be identical to the figure in the CIP worksheet from the earlier fiscal year, as this is the figure that is used in calculating the total of State funding participation.
3. The “Proposed Enrollment” figure in the section titled “LEA Scope” should reflect the number of students the school is designed to house per Board policy or other factors not reflected in the enrollment projections.
4. These figures will not necessarily be the same as the eventual State Rated Capacity of the school, which is calculated during design and after construction to reflect the actual utilization of spaces in the school.

E. **Cooperative Use Space should be included in the gross square footage** of the State Scope request line, up to a maximum of 3,000 gsf. If available, indicate if cooperative use space will be:

1. New square footage; or
2. Renovation of existing square footage; and if so, the age of the square footage to be renovated; or
3. Both new and existing.

F. For projects that include demolition of square footage and for renovation projects where only a portion of the facility will be renovated, **provide the ages of the demolition and/or renovation areas in the Description and Justification box of the Forms.**

G. **If the building core has been oversized in anticipation of future expansion, identify in the request and provide the square footage and the location** of the additional square footage. This information is necessary in order to support a future request for reimbursement of the State portion of the oversized core area.

6.2 Planning Requests (Form 102.1):

- A. The following types of projects must receive planning approval prior to approval of funding:
  - a. New schools
  - b. Replacement schools
  - c. Renovations
  - d. Limited Renovations

- e. Major additions for capacity or programmatic purposes (when the project cannot be designed and funded within a single fiscal year)
  - f. Kindergarten/prekindergarten additions
- B. The following types of projects do not require planning approval prior to approval of funding:
- a. Systemic Renovations
  - b. High School Science Classroom Renovations
  - c. Open Space Pod Enclosures (renovations)
  - d. Small additions (when the project can be both designed and funded within a single fiscal year)
- C. Complete all sections of Forms 102.1 for each project requested.
- D. Indicate in the forms:
- 1. Priority Funding Area (PFA) status, local comprehensive plan designation, and water/sewerage status for each new construction, replacement, renovation, limited renovation or addition project planning request.
  - 2. For planned new construction or replacement projects, anticipated transportation modal split, percent walking and/or biking, percent being bussed and percent arriving by car.
  - 3. Whether the project involves an Upgrade or Replacement of the electrical system as defined in APG Appendix 106 – Emergency Shelter Compliance Process.
- E. The PSCP staff will not recommend planning approval *until*:
- 1. For projects that involve construction on a new site: the site has been approved by the IAC. Show date of approval on Form 102.1.
    - a. The site must have been visited by IAC staff prior to or at the same time the project is submitted to Clearinghouse for review.
    - b. The site must have been reviewed through the State Clearinghouse (or the individual agencies involved) and a notification of final determination of consistency letter from Clearinghouse must have been received.
    - c. Following Clearinghouse review, the site must be submitted to the IAC for approval no later than March 3, 2016 in order to be considered in the final round of FY 2017 approvals.
    - d. As the Clearinghouse process can take up to 60 days, we advise you to submit to the Clearinghouse no later than the first week of January 2016.
  - 2. For projects proposing abandonment of the existing building or demolition of more than 50% of the building gross square footage: a feasibility study (including 40-year life cycle cost analyses of alternatives) has been submitted, reviewed and has had all issues resolved; or a waiver has been requested and approved. Contact the Chief of the MSDE School Facilities Branch for further information; also reference APG Section 203 - Feasibility Studies and Appendix 203 - Feasibility Study Content Guidelines ([www.pscp.state.md.us](http://www.pscp.state.md.us)).
  - 3. For a locally funded project that has been bid or will bid prior to the date of anticipated BPW approval: all MBE Participation information has been submitted to the PSCP/MSDE. See revised MBE Procedures.
  - 4. For a locally funded new school, or replacement school in which 80% or more of the final square footage is new: evidence has been submitted of the LEA's intention to seek high performance certification or to submit a request for waiver. See APG Section 105.

5. For a new school, or for a replacement school with an increase of capacity (including a replacement school with an oversized core area) that is located outside of a Priority Funding Area: a request for waiver has been received and has been approved by the IAC. See APG Section 104.
  6. For projects subject to the Emergency Shelter Compliance Process: a letter from MEMA has been submitted indicating completion of the Process appropriate to the stage of development of the project.
- F. A project at an existing school is ineligible for planning approval if the facility, or the portion of the facility that is to be renovated, has been occupied or has been in use for less than 16 years, as of January 1<sup>st</sup> following submission of the request (i.e., January 1, 2016), except in schools approved for Limited Renovation projects.

Note: For purposes of FY 2017 requests for planning approval, no project will receive planning approval for a school that was occupied or placed in use for its intended purpose after January 1, 2000, with the exception noted below for Limited Renovation.

G. Requests for Limited Renovation (LR)

1. Minimum Requirements: The construction cost of the LR project **must be less** than the construction cost of a complete renovation for the applicable area, as determined by the PSCP funding formula.

**Example:** A middle school requested for a limited renovation has 100,000 gsf of area and an estimated construction cost of \$18,000,000. The school is 42 years old, and the intention is to address building systems throughout the building as well as selective educational enhancements.

However, because of the enrollment projections, the gross area allowance within which the State can participate is 75,000 gsf. The State construction cost, without contingency, for a full renovation of the eligible area for this age category would be \$22,207,500 (75,000 gsf x \$282.00/gsf x 1.05 site allowance). The prorated cost of the limited renovation for this area is \$13,500,000 (75% x \$18,000,000). Since the prorated cost is less than the calculated cost of the full renovation, the limited renovation project is eligible per the criterion in Item 1.

Note that in this example, the calculation only determines whether this is an eligible limited renovation project. The actual State participation will be based on the full \$18,000,000 estimated cost for the work.

Counter example for clarification: If the total cost of the limited renovation were estimated at \$33,000,000, the prorated cost for the eligible area would be \$24,750,000. The limited renovation would not be eligible, since the cost submitted exceeds the calculated cost of the full renovation of the eligible area (implying that this is a full renovation).

2. If there have been State-funded projects approved for the school in the previous 15 years (i.e., since January 1, 2000), provide documentation that shows whether the LR will remove funded work or substantially modify it.

In the absence of documentation showing that the LR will not remove or substantially modify such work, the IAC will assume that the State-funded work is to be removed or replaced, and will deduct the cost of such work from the State participation in the project.

3. The description must **clearly delineate the work to be performed in these three categories** of work:
    - a. **Building Systems:** At least five major building systems that will be replaced, renovated, or upgraded. The systems must correspond to the eligible categories of Systemic Renovations (*Administrative Procedures Guide*, Section 500), except that lighting and electric power can be counted as two (2) separate systems. The same information should be submitted as for comparable systemic renovation projects, see Item 6.4 below.
    - b. **Educational Enhancements:** Complete or almost complete renovation of selective program spaces, comprising a comprehensive scope of architectural modifications, finishes and equipment that may include, but is beyond the five building systems noted in a. above.
      - i. The scope of the educational enhancements must be clearly described.
      - ii. Provide the square footage of the area to be renovated, preferably using building plans (8-1/2"X11" or 11"X17") or reference plans in a previously submitted feasibility study.
    - c. **Other Work:** Other upgrades or replacements that do not qualify as Systemic Renovations, e.g. lockers, floor tile, paint, carpet, etc.
  4. A project approved for a limited renovation is eligible for further work (systemic renovation, Limited Renovation, Look of the Future high school science classroom renovation, ASP, etc.) within 16 years of the date of occupancy or being placed in service.
    - a. The additional work cannot have been included in the awarded scope of the LR.
    - b. Unless it has been documented and can be clearly shown that the building system upgrades/replacements in the original LR are confined to a specific portion or portions of the building, it will be assumed for purposes of later project eligibility that they affect the entire building.
  5. If a school was approved for a Limited Renovation (LR) project in a previous fiscal year, it may be eligible for planning approval in a later fiscal year for a portion of the school not previously renovated. In this case, a request for planning approval will be evaluated for eligibility on an individual basis. The request for planning approval should include graphic information that shows the area of the previous LR and the new proposed area of work.
  6. It is strongly advised that if you intend to submit a project as a Limited Renovation in FY 2017, you should meet with the PSCP staff during the summer to discuss the scope and eligibility of the project in advance of the October submission date.
- H. The procedure for State prioritization of planning approval requests will be as defined in COMAR 23.03.02.

### 6.3 Requests for Funding (Form 102.2):

- A. Complete all sections of Form 102.2 for each project requested.
- B. For projects that received planning approval in a prior year, use the State approved enrollment and square footage figures from the approved CIP worksheet in "State Scope Previously Approved".

### C. Forward Funded Projects:

1. Procedure.
  - a. Reference IAC memo of July 6, 2006, regarding the definition of "Forward Funding" and the reimbursement of local funds used to forward fund State funding.
  - b. By September 25, 2015, we will provide you with a revised assurance form that is to be submitted no later than November 23, 2015, accepting potential federal tax consequences associated with reimbursement of forward funded projects with State tax-exempt bond proceeds.
2. Clearly indicate in the request the dates when local funds were provided for a State-approved project (i.e., a forward funded project).
3. For forward funded projects that have bid or will bid prior to the anticipated date of BPW approval, provide all required MBE Participation documentation to PSCP.
  - a. A project will not be considered to be eligible nor will staff recommend it to the IAC if the MBE procedures in effect at the time of bid were not followed, even if the project has received State planning approval in a prior fiscal year.
  - b. The PSCP staff will not recommend funding approval for a forward funded project until all MBE Participation information has been reviewed and accepted by the PSCP. See revised MBE Procedures.
4. Projected enrollment: If the bid opening was between Oct. 1 and March 31, use the most recent prior September 30 enrollment (e.g. bids opened January 2015, use September 30, 2014 enrollments figures). If the bid opening was between April 1 and September 30, use enrollment reported for the September 30 date at the end of that timeframe (e.g. bids opened May 2015, use September 2014 enrollment figures).
5. Square Feet per Student: Use the square feet per student figure in the State Space and Capacity Formula that was in effect on the date of the bid opening (e.g. bids opened June 2014, use square feet per student in effect for FY 2014).
6. Cost per Square Foot: Use the PSCP published cost per square foot for the July that falls within the calendar year of the bid opening (e.g. bids opened on or after January 1, 2014 and on or before December 31, 2014, use July 2014 cost per square foot).
7. Emergency Shelter Compliance Process: Forward Funded projects that bid prior to the date of IAC approval of the *Preliminary Administrative Procedures* (September 27, 2013) are not subject to the Emergency Shelter Compliance Process. Forward Funded projects that bid after September 27, 2013 are subject to the Compliance Process, and documentation must be submitted indicating completion of the Process before final approval of funding will be given.

### D. Locally Funded Projects:

1. For locally funded projects that have bid or will bid prior to the anticipated date of BPW approval of planning or first-time funding, **provide all required contract award information, including MBE Participation documentation,** to PSCP/MSDE.
  - a. A project will not be considered to be eligible nor will staff recommend it to the IAC if the MBE procedures in effect at the time of bid were not followed.
2. Projected enrollment, Square Feet per Student, and Cost per Square Foot: Follow the same procedures as for Forward Funded projects described in C. above.
3. Emergency Shelter Compliance Process: Follow the same procedures as for Forward Funded projects described in C. above.

- E. Indicate on Form 102.2 the amount of funding that is requested for the project in FY 2017.
1. For each project, the total funding shown in Form 102.2 should correspond to the total shown in Form 102.4, and the amount requested on page 1 of Form 102.2 should correspond to the amount shown in the FY 2017 column of Form 102.4.
  2. For major projects and for projects that will require funding in more than one fiscal year, provide a “draw schedule” showing the anticipated expenditure schedule throughout FY 2017 and beyond.
    - a. The draw schedule may be based on either monthly or quarterly anticipated requisitions.
    - b. FY 2017 funding request should not exceed the amount that will reasonably be needed during the fiscal year, based on the draw schedule and the anticipated bid date.
    - c. The staff of the IAC will not recommend funding for a project in excess of the amount that can be reasonably expended during the fiscal year.
- F. For requests for first-time construction funding for major projects, in order for the project to be recommended by PSCP staff for approval of construction funding by the BPW in January 2016:
1. Educational specifications, if required, must have been reviewed by MSDE Facilities Branch; and
  2. Completed schematic documents must be submitted on or before September 1, 2015 and completed design development documents must be submitted on or before November 2, 2015.
  3. These requirements also apply to Limited Renovation projects.
- G. A project at an existing school is ineligible for funding approval if the facility, or portion of the facility to be renovated, has been in use for less than 16 years as of the January 1<sup>st</sup> following submission of the request (i.e., January 1, 2016), except in schools approved for Limited Renovation projects.

**Note:** For purposes of FY 2017 requests for funding approval, no project will receive funding approval for a school that was occupied or placed in use for its intended purpose after January 1, 2000, with the exception noted above for Limited Renovation.

For Complete Renovation projects, the following years apply to the age categories shown on the PSCP worksheets:

<u>Age Category</u>	<u>Project was Occupied or Placed in Service:</u>	<u>% of State Construction Cost</u>
40 years & older	On or before December 31, 1975	100%
31 – 39 years	On or after Jan. 1, 1976 through Dec. 31, 1984	85%
26 – 30 years	On or after Jan. 1, 1985 through Dec. 31, 1989	75%
21 – 25 years	On or after Jan. 1, 1990 through Dec. 31, 1994	65%
16 – 20 years	On or after Jan. 1, 1995 through Dec. 31, 1999	50%
0 – 15 years	On or after Jan. 1, 2000 to present	0%

## 6.4 Systemic Renovation Requests:

### A. General

1. Project information should correspond to information provided in the Comprehensive Maintenance Plan to be submitted by October 15, 2015.
2. It is strongly recommended that the information below be treated as a project checklist prior to submission of the FY 2017 CIP. Failure to provide the detailed information noted below will result in delays in project recommendations.
3. **NEW ITEM:** In order to encourage a comprehensive approach to building renewal, and recognizing the inter-connected nature of contemporary building systems, beginning in FY 2017 two new categories of Systemic Renovation projects may be submitted:
  - a. Building Envelope. This project type will include any combination of two or more of the following building systems or elements: roofing and flashing, exterior walls, windows and exterior doors.
  - b. Ceiling-and-Above Interior Systems: This project type will include any combination of two or more of the following building systems or elements that occupy the space at and above the ceiling plane: electrical, lighting, HVAC, plumbing, fire safety, data systems, structural, ceiling and related finishes.
  - c. For either project type, additional systems or elements may be considered on request.
  - d. The project submission must:
    - i. Provide *all* of the information that would normally be required for each specific building system or element (e.g., age of equipment, three roof inspection reports, etc.), per APG Section 102 and the paragraphs below.
    - ii. Explain how the building systems or elements are interconnected.
    - iii. Pro-rate the total State funding request across all building systems or elements. This information will be used later to determine State participation in full or limited renovation of the same building area.
    - iv. Unless all building systems apply to the entire building, include an 8-1/2 X 11 floor plan to clearly show the proposed areas of work of each building system. Note: in the absence of a clear delineation of the scope of each system, it will be assumed that the entire area of the school was affected by the project.
  - e. Single systems, as defined in COMAR 23.03.02.15, should continue to be submitted under the appropriate project type.

### B. Project Descriptions: General

1. **Provide a complete description and justification for each project.** Describe all work to be included in the project so that it is clear what the cost estimate is based upon and if an entire system or portion of a system (e.g., all 37 windows in a school, or all windows (original) in the 1975 south wing, or all of the 1978 windows in the 1955 east wing) is to be replaced.
  - a. **Provide project-specific descriptions**, e.g., window projects should not include generic language about louvers, grills, sills, etc., unless these items are actually to be included in the project.
  - b. See relevant project descriptions in the FY 2016 CIP, dated June 1, 2015, for information typically needed for specific project types.
  - c. Identify any ineligible work proposed.



- d. Provide the **age of the building system or the age and number of the units** (e.g. air handling units, boilers, windows) to be replaced. The age of equipment and building systems should be dated by the year when the equipment or system was placed in service.
2. Identify specific areas of the building where work will *not* be done or where work will be funded locally (e.g. “2000 addition not included in project”).
3. Previously approved work:
  - a. Identify previously approved CIP, ASP or QZAB work funded in the building that may overlap with the current proposed work. **Submit an 8-1/2 X 11 floor plan to clearly show areas of previously approved work and areas of current work.**
  - b. Identify any work funded using FY 2012 Supplementary Allocation and FY 2014 Security Initiative funds.
- C. Windows, Exterior Doors: Identify different types of windows, e.g. fixed, casement, awning, hopper, etc., and indicate materials (wood, aluminum, etc.)
- D. Mechanical: The PSCP strongly recommends the use of high performance mechanical equipment
- E. Electrical Replacement or Upgrade projects:
  1. All schools that are requested for a Replacement or an Upgrade of the electrical system, as defined in Appendix 106 of the *Administrative Procedures Guide*, must provide electrical power to fully power those areas of the facility that are necessary for public safety when circumstances require use of the facility as a public shelter.
  2. **NOTE:** It is the obligation of the LEA to “consult with the Maryland Emergency Management Agency (MEMA) to determine those areas of the facility that are necessary for public safety when circumstances require use of the facility as a public shelter during or after a federal, State, or local declared emergency.” COMAR 23.03.02.29. LEAs should utilize the SharePoint “*Request for Project Review Form*” for all projects that will be submitted for State funding.
  3. Evidence of completion of the Emergency Shelter Compliance Process will be a condition for final recommendation of projects that involve replacement or upgrading of the electrical system.
- F. Roof replacement projects:
  1. Submit the three (3) most recent semi-annual roof inspection reports performed prior to final CIP submissions.
    - a. **No roofing replacement project will be recommended for approval unless three current, consecutive and complete semi-annual roof inspection reports are submitted.**
    - b. The roof inspection forms must show the date the inspection was carried out. **If the dates of the roof inspection reports do not show that inspections have been carried out semi-annually, the requested project will not be recommended for approval.**
  2. Address how the 1/4 inch-per-foot slope requirement will be met.
  3. Provide roof plans of the entire school on 8-1/2” X 11” pages, giving both the square footage and year of installation of each identified section and the total, using graphics to clarify the separate sections.

4. Indicate on the plan the existing slope of each applicable section of the roof.
  5. Indicate the type of the existing and of the replacement roofs.
  6. Describe any special features or equipment on the roof.
- G. A systemic renovation project is ineligible for funding approval if the facility, portion of the facility to receive the systemic renovation, or the building system to be replaced, has been in use for less than 16 years as of January 1<sup>st</sup> following submission of the request (i.e., January 1, 2016).

**Notes:**

1. For purposes of FY 2017 requests for systemic renovations, no project will receive funding approval for a building system that was placed in use after January, 2000, or is in a renovated portion of the building that was occupied or placed in use for its intended purpose after January 1, 2000, with the exception noted above for Limited Renovation.
2. Provision of the complete, detailed information requested above will expedite project review, increasing the likelihood that a high-priority project can be recommended for approval in the January round of BPW approvals in order to allow construction to take place in the summer of 2016.

**6.5 High School Science Classroom Requests:**

- A. Provide justification for each request, including:
1. PSCP Form 102.2 to request funding, including an 8 1/2"x11", single line drawing of the floor plan of the school highlighting the area for the proposed science project and providing the GSF of the area and the NSF of each proposed instructional space. Clearly label all spaces with room names.
  2. A complete description of the project scope, the size, the location in the building, and the science programs that will be offered.
  3. A list of existing and proposed science spaces with net and gross square footages.
  4. The estimated cost and basis for the estimate.
  5. Approved funding will be based on the lesser of the estimated cost or the PSCP estimated total new construction cost associated with a maximum of 2,200 gsf per approved teaching station.

**6.6 Pre-Kindergarten/Kindergarten Requests:**

- A. For kindergarten project requests, provide the following information for each request:
1. Number of classrooms at the school currently used for kindergarten.
  2. Number of these classrooms that do not meet recommendations for kindergarten, including in-classroom toilet, sink, appropriate height counter space, appropriate relation to parent drop-off, appropriate clustering, etc.
  3. Current number of students in grades 1-5 or 1-6 at the subject school only who occupy relocatable classrooms and who could be moved into appropriate permanent space after construction of kindergarten addition(s) or renovation of other space(s).
  4. Current number of students in kindergarten at the subject school only.
  5. Projections of number of students in kindergarten for 7<sup>th</sup> year at the subject school only.

B. For pre-kindergarten project requests, provide the following information for each request:

1. Number of classrooms currently used for pre-kindergarten.
2. Number of these classrooms that do not meet recommendations for pre-kindergarten, including in-classroom toilet, sink, appropriate height counter space, appropriate relation to parent drop-off, appropriate clustering, etc.
3. Current number of students in grades 1-5 or 1-6 at the subject school only who occupy relocatable classrooms and who could be moved into appropriate permanent space after construction of pre-kindergarten addition(s) or renovation of other space(s).
4. Current number of students by headcount and by FTE in pre-kindergarten at the subject school only.
5. Estimated number of students in pre-kindergarten by headcount and by FTE in 7<sup>th</sup> year at the subject school only, and justification for estimate.

C. **Provide one or more 8 1/2"x11", single line drawing(s) of the floor plan** of the school with highlighting that shows the area for the proposed kindergarten/pre-kindergarten project and related work, identification of existing and proposed K/PK spaces with net square footages, identification of existing and proposed spaces for grades 1-5 or 1-6 with net square footages, and the estimated cost and basis for estimate. Clearly label all spaces with room names.

D. In some cases, the PSCP may request a listing of all kindergarten and/or pre-kindergarten spaces within a school cluster in order to determine the total number of available and projected kindergarten seats measured against the projected number of kindergarten students.

E. **CRITICAL ITEM:** Approved funding will be based on the lesser of the estimated cost or the PSCP estimated total new construction cost associated with a maximum of 1,800 gsf per approved classroom.

#### 6.7 Relocatable Classrooms:

A. State-Owned Relocatables

1. Use PSCP Form 102.2 to request funding for the installation of a State owned portable at a particular school, showing the same information as for a classroom addition project (i.e., description, justification, SRC of subject and adjacent schools, etc.).
2. Requests for the movement of State-owned relocatable classrooms should be budgeted at the LEA estimated cost but not to exceed \$50,000 total per classroom, with the State share based on the cost-share formula.
3. Form 102.6 pertaining to the status of State-owned relocatable classrooms that are in the LEA's jurisdiction must be completed in its entirety and included in the FY 2017 CIP submission.
  - a. Provide information in Form 102.6 on the current use and the justification for keeping each State-owned relocatable and the anticipated date the relocatable may be removed.
  - b. For relocatables that are justified by a need for additional seats, include the State Rated Capacity, FTE enrollment and two years of projections for the school and adjacent schools.

## 7. FUTURE PROJECT REQUESTS (Form 102.3)

- A. Show specific projects rather than generalized categories of projects (i.e., specific school names and project types rather than categories such as “Major Renovations” or “Systemic Renovations”). Include all systemic renovation projects for a given fiscal year on one single Form 102.3.
- B. Coordinate current and future work:
  - 1. If a systemic renovation is shown in the FY 2017 CIP and a renovation of the same school is shown in a future fiscal year, provide explanation in the Form 102.2.
  - 2. If two or more projects are shown in different fiscal years at the same building (including projects in the FY 2017 budget year), cross-reference the years/page numbers and provide an explanation of the sequencing of the projects.
- C. Total estimated project costs, as well as LEA and State funding requirements, should correspond to costs and funding schedule shown on Form 102.4.

## 8. SUMMARY OF PLANNING AND FUNDING REQUESTS (Form 102.4)

- A. Individual projects and total project costs shown on Form 102.4 should correspond to the projects and the costs shown on Forms 102.1 and 102.2 and on Form 102.3. If discrepancies are found between Form 102.4 and other forms, the costs and schedule provided in Forms 102.1, 102.2 and 102.3 will be used.
- B. Show specific projects rather than generalized categories of projects (i.e., specific school names and project types rather than categories such as “Major Renovations” or “Systemic Renovations”).
- C. For future projects, **indicate the planning year as LP** (local planning). **If LP and funding are anticipated to fall in the same year, show both in a single line of the form.** (**Note:** the 102.4 Form has two hidden columns in the Year columns just for this purpose.)
- D. When appropriate, spread project funding requests over two or three years on the 102.4 form. The amount shown for FY 2017 should correspond to the funding figure shown on Form 102.2.
- E. Electronic submission of the FY 2017 CIP Form 102.4 will be uploaded to the PSCP SharePoint site. Authentication is required to access this site. Contact Patrick McGough at [patrick.mcgough@maryland.gov](mailto:patrick.mcgough@maryland.gov) to obtain a username, password and instructions for SharePoint.

## 9. STATUS OF PREVIOUSLY APPROVED PROJECTS (Form 102.5)

- A. **Show all projects previously funded** through State programs, including the Capital Improvement Program (CIP), the Aging School Program (ASP), Qualified Zone Academy Bond program (QZAB), FY 2012 Supplementary Appropriation (SA), FY 2013 Energy Efficiency Initiative (EEI), FY 2014 CIP-Air Conditioning Initiative (ACI), FY 2014 CIP-Security Initiative (SI), and the Emergency Repair Fund (ERP).
  - 1. Provide the complete name, project type, and PSC number including fiscal year, e.g. “Friendsville Elementary Sound System 11.002.10 ASP.”
  - 2. Do not show projects in the Recycled Tire Grant (RTG) or the Relocatable Repair Fund (RRF) programs.

**B. CRITICAL ITEMS: Show:**

1. **The actual or estimated dates (mo/yr) for approval by the IAC** of SD, DD, and CD, as appropriate, not dates of local approvals.
2. **The actual or estimated date (mo/yr) of IAC approval of contract, not the date of local board approval.**

**Exception:** For ASP/QZAB/SI projects less than \$100k in value that do not receive IAC approval of the contract award, provide the Board of Education (BOE) approval date (mo/yr). The date should be marked with an asterisk and a note on the bottom of the form indicating that the contract award date provided is the BOE award date.

3. For CD date, show the date of DGS or State Superintendent approval to solicit or construct.
4. **Do not use the term “N/A”.** If there is no date, leave the area blank.
5. Design Build projects:
  - a. Show the date (mo/yr) of MSDE or DGS approval of documents.
  - b. Percentage of completion should refer to percentage of *construction* completion (not percentage completion of total DB contract)

**C. Completion dates:**

1. For active projects, **show percent of construction completed** as of the date of submission of the CIP and the anticipated completion date.
2. **If a project is completed but not contractually closed out, show completion at 99%.**
3. **If a project is contractually closed out by the LEA, show completion at 100%.**
4. The date shown should be the date of completion or occupancy. Completed projects should be entered into the Facility Inventory Database as soon as possible. Failure to enter updated data may delay review and approval of a project at the subject school or adjacent schools.

**D. Update of prior year information:**

1. If a project was at less than 100% in the FY 2016 CIP submission but has subsequently been completed, show it as either 99% or 100% completion, per C. above.
2. Do not show projects that were closed out (100%) in Form 102.5 in the FY 2016 CIP submission.
3. If a project shown as 99% complete in the FY 2016 CIP is still shown as 99% complete in the FY 2017 CIP, provide an explanation.
4. If a major project approved for planning in the FY 2015 CIP or earlier has not been submitted for design review or approval of contract, or is not requested for funding in the FY 2017 CIP, provide an explanation. If no progress is shown on the project, the IAC may consider rescission of the planning approval.
5. **A project approved for funding in the FY 2015 CIP will be rescinded if by May 31, 2016 the contract is not approved or the project is not approved for rescission by the local board.**

- E. Electronic submission of the FY 2017 CIP Form 102.5 will be uploaded to the PSCP SharePoint site. Authentication is required to access this site. Contact Patrick McGough at [patrick.mcgough@maryland.gov](mailto:patrick.mcgough@maryland.gov) to obtain a username, password and instructions for SharePoint.

## 10. AMENDMENTS TO CIP REQUESTS.

- A. Send **seven** copies of any subsequent amendments.
- B. Amendments submitted after the October 5, 2015 date must be marked "REVISED" and **must show the new revision date.**
  - 1. Print amendments on **three-hole punched colored paper** to distinguish them from the original submission. Amendments and new information will generally be inserted into the original three-ring binder submission.
  - 2. Subsequent changes, including clarifications or additional information, should be submitted on paper of a different color from the first set of amendments.
- C. **Submit amendments *only* for those projects for which information has changed.** Resubmit entire Forms 102.1 and/or 102.2, but do not re-submit support documentation (e.g. draw schedule, three roofing inspection reports, etc.) unless it has changed.
- D. Amendments must be received no later than close of business on November 23, 2015.
- E. The letter of support from the local government must address all amended as well as unchanged project requests. The letter of support must be sent separately to ensure that it is properly logged in for our records, and must be received by November 23, 2015.

**END OF INSTRUCTIONS**

## **ATTACHMENT I**

### **PROPOSED SCHEDULE FOR PSCP REVIEW AND PREPARATION OF FY 2017 CIP**

7/1/2015	Submission of Educational Facilities Master Plan (EFMP)
9/1/2015	Schematic Design submission due to PSCP/MSDE for first round consideration for funding
10/5/2015	Submission of FY 2017 CIP requests
10/7/2015 to 10/31/2015 (tentative dates)	PSCP staff meets with individual LEAs as scheduled
10/15/2015	Comprehensive Maintenance Plan due to PSCP
11/2/2015	Governor announces preliminary FY 2017 capital budget, including public school construction funding
11/2/2015	Design Development submission or other evidence of project progress due to PSCP/DGS for first round consideration for funding
11/12/2015	PSCP recommends projects to IAC; LEAs are subsequently notified of Designees' recommendations
11/23/2015	Last date for the receipt of LEA CIP amendments and local government assurances of support for CIP
12/3/2015	IAC hearing on CIP requests. LEAs will be subsequently notified of IAC post-hearing actions on LEA requests
12/31/2015	IAC recommendations on 75% of preliminary FY 2017 capital budget submitted to Board of Public Works
January 2016 (date TBD)	Board of Public Works hearing and approval of initial projects
2/26/2016	IAC recommendations on 90% of submitted FY 2017 capital budget submitted to Board of Public Works, legislative leaders, and others
Mid-April 2016	PSCP recommends projects to IAC for 100% of approved FY 2017 capital budget, and LEAs are subsequently notified of Designees' recommendations
May 2016	Board of Public Works approves projects in the FY 2017 Capital Improvement Program
June 2016	PSCP releases final FY 2017 Capital Improvement Program

**ATTACHMENT II**

**STATE-LOCAL COST SHARE PERCENTAGES**

County	State/Local %		
	FY16	FY17	FY 18
Allegany	88%	83%	83%
Anne Arundel	50%	50%	50%
Baltimore City	93%	93%	93%
Baltimore County	52%	52%	52%
Calvert	53%	53%	53%
Caroline	80%	80%	80%
Carroll	59%	59%	59%
Cecil	64%	63%	63%
Charles	61%	61%	61%
Dorchester	76%	76%	76%
Frederick	64%	64%	64%
Garrett	50%	50%	50%
Harford	63%	63%	63%
Howard	55%	55%	55%
Kent	50%	50%	50%
Montgomery	50%	50%	50%
Prince George's	63%	63%	63%
Queen Anne's	50%	50%	50%
St. Mary's	59%	58%	58%
Somerset	100%	100%	100%
Talbot	50%	50%	50%
Washington	71%	71%	71%
Wicomico	97%	97%	97%
Worcester	50%	50%	50%
Maryland School for the Blind	93%	93%	93%



### **ATTACHMENT III**

#### **IAC CONTACT LIST**

**Note: Revised email addresses in the contact information**

David Lever, Executive Director, Public School Construction Program  
410-767-0610  
[david.lever@maryland.gov](mailto:david.lever@maryland.gov)

Joan Schaefer, Deputy Director, Public School Construction Program  
410-767-0096  
[joan.schaefer@maryland.gov](mailto:joan.schaefer@maryland.gov)

Robert Crocetti, Director of Fiscal Services  
410-767-0613  
[Robert.crocetti@maryland.gov](mailto:Robert.crocetti@maryland.gov)

Kim Spivey, Program Manager, Public School Construction Program  
410-767-0742  
[kim.spivey@maryland.gov](mailto:kim.spivey@maryland.gov)

William Levy, Baltimore City Schools Program Manager, Public School Construction Program  
410-767-0700  
[william.levy@maryland.gov](mailto:william.levy@maryland.gov)

Azariah Moore, MBE Manager, Public School Construction Program  
410-767-0735  
[azariah.moore@maryland.gov](mailto:azariah.moore@maryland.gov)

Helen McCall, Executive Associate, Public School Construction Program  
410-767-0611  
[helen.mccall@maryland.gov](mailto:helen.mccall@maryland.gov)

Patrick McGough, Chief Information Officer, Public School Construction Program  
410-767-0618  
[patrick.mcgough@maryland.gov](mailto:patrick.mcgough@maryland.gov)

Fred D. Mason III, Capital Programs Manager, Public Schools and Community Colleges,  
Department of General Services  
410-767-4378  
[fred.mason@maryland.gov](mailto:fred.mason@maryland.gov)

Pat Goucher, Director of Infrastructure Planning, Maryland Department of Planning  
410-767-4620  
[pat.goucher@maryland.gov](mailto:pat.goucher@maryland.gov)

Arabia Davis, Facility Planner, Maryland Department of Planning  
410-767-4613  
[arabia.davis@maryland.gov](mailto:arabia.davis@maryland.gov)

Barbara Bice, Chief, School Facilities Branch, Maryland State Department of Education  
410-767-0097  
[barbara.bice@maryland.gov](mailto:barbara.bice@maryland.gov)

Gloria Mikolajczyk, School Facilities Architect Supervisor, Maryland State Department of Education  
410-767-0101  
[gloria.mikolajczyk@maryland.gov](mailto:gloria.mikolajczyk@maryland.gov)

Jillian Storms, School Facilities Architect, Maryland State Department of Education  
410-767-00615  
[jillian.storms@maryland.gov](mailto:jillian.storms@maryland.gov)