

PROCEDURES FOR THE
Senator James E. “Ed” DeGrange
NONPUBLIC AGING SCHOOLS PROGRAM

NASP

FISCAL YEAR 2025

Issued: October 15, 2024

These procedures are available for download at:
https://iac.mdschoolconstruction.org/?page_id=752

Submit Applications for this program online at:
<https://agingschools.msde.maryland.gov/Home/Index>



Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201



Interagency Commission on School Construction
351 W. Camden Street, Suite 701
Baltimore, Maryland 21201

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Procedures for the Nonpublic Aging Schools Program - Fiscal Year 2025 (FY 25)

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Forms: (Separate Attachment)

- A. Form A: Building Age Worksheet (Downloaded through the Application.)
- B. Form B: Grant Assurances (Downloaded through the Application.)
- C. Form C: Request for Reimbursement to Nonpublic Schools (IAC FORM 306.2 Revised for Nonpublic Schools. Available on the IAC website.)
- D. Form D: Contractor's Certification of Receipt of Payment (IAC FORM 306.2a Revised for Nonpublic Schools. Available on the IAC website.)

A. Introduction/Overview

The Maryland General Assembly is providing \$3,500,000 for the Senator James E. “Ed” DeGrange Nonpublic Aging Schools Program for the Fiscal Year 2025 (July 1, 2024 – June 30, 2025) in grants for renovations and improvements to existing nonpublic school buildings.

Nonpublic schools (except preschools) that were eligible in Fiscal Year 2024 (FY24) for the Aid to Nonpublic Schools Program for the purchase of textbooks or computer hardware and software for loans to students (commonly known as the “Textbook and Technology Program”) are eligible to apply for the FY 25 Senator James E. “Ed” DeGrange Nonpublic Aging Schools Program. Nonpublic schools that serve students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 are also eligible.

Payment for work completed under this program will be through reimbursement to the grant recipient – the nonpublic school – from the Interagency Commission on School Construction (IAC). No matching funds are required, but the school shall be responsible for all project costs exceeding the amount of the grant. The maximum grant amount is \$100,000. The minimum grant amount is \$5,000 per eligible school.

Individual grant awards will be based on the number of schools meeting certain criteria. Preliminary awards will be established after all applications have been received and reviewed in Spring 2025. If more eligible schools apply and qualify for grants that exceed the total authorization, the Maryland State Department of Education (MSDE) shall prorate the grant awards. In order to provide some funding to all eligible projects in the last two years, MSDE has reduced the maximum grant amount. In FY24, the maximum grant allocation was \$28,340.08 for schools that met all 3 criteria under Item H in this document.

Schools will have until January 10, 2025, to apply for this grant. Grant recipients will have until June 27, 2025 to contract for approved project work. Schools must complete and pay for the work in full prior to requesting State reimbursement.

Submission Timeline at a Glance

Fiscal Year	Procedures & Applications Released	Last day for Submission of Application	MSDE Notifies Schools	Qualifying Contracts Cannot be Signed Earlier Than	Construction Must be Under Contract by	Request for Reimbursement due by
FY 2025	October 2024	01/10/2025	Mid-March 2025	6/1/2024	6/27/2026	3/31/2027

B. Eligible Schools

- a) Nonpublic schools eligible to receive aid from the Textbook and Technology Program in FY24 (i.e. School Year 2023-2024) or nonpublic schools that serve students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 are eligible for this grant program. Nonpublic preschools are ineligible for this grant. To determine eligibility, take the second prior year tuition revenues (School Year 2022-2023) and divide by the second prior year enrollment (as of September 30, 2022). If the resulting number is less than or equal to \$21,023, then the school qualifies to apply for this program. The \$21,023 figure represents the state average expenditure per pupil for Fiscal Year 2023, based on MSDE's submission for the National Public Education Financial Survey (NPEFS) federal reporting requirement.
- b) School buildings to be improved must have a minimum calculated age of 16 years at the time of the application to be considered an "aging school." The school buildings must have been constructed and occupied before January 1, 2009, to meet the age requirement.
- c) The school must offer kindergarten and/or higher grades. Facilities serving preschool students only are not eligible. For this program, "preschools" mean schools that generally enroll students ages 4 and below and do not provide formal kindergarten programs. Schools serving preschool students and kindergarten or grades above are eligible.

C. Eligible Aging Schools Projects

- a) Eligible projects are capital improvements to nonpublic school buildings and sites that, when completed, will protect the school building from deterioration, improve the safety of students and staff, and enhance the delivery of educational programs. Routine maintenance and repair projects are not eligible.
- b) Projects must be in buildings that are 16 years or older. Building system components to be replaced, such as boilers and roofs, must also be 16 years or older.
- c) Projects and components of projects must have an estimated life expectancy of at least 15 years with normal maintenance.
- d) There is not a minimum request amount. Several separate, eligible projects may be requested in the same building for the same grant award.
- e) Projects in buildings leased by nonpublic schools are eligible providing that the building owner signs an agreement ensuring repayment of the grant to the State should the school cease occupancy of the building within the 15-year bond period.

D. Sample List of Projects Eligible for Reimbursement

- a) Americans with Disabilities Act (ADA) accessibility modifications
- b) Carpet replacement (only if new carpet carries a 15-year warranty)
- c) Flooring (repair and refinish and/or replace)
- d) Ceiling replacement
- e) Converting open space classrooms to enclosed classrooms
- f) Electrical system upgrades
- g) Elevator refurbishment or upgrades
- h) Fire protection system and fire alarm system and/or components (replace and/or upgrade)
- i) Heating, Ventilating, and Air Conditioning (HVAC) systems and/or components upgrades
- j) Lighting systems and/or components upgrades
- k) Folding or moveable partitions (installation and/or replacement)
- l) Telecommunication (data, voice, and video) distribution systems (hard-wired), including safety and security systems (Technology components must have a 15-year life expectancy).
- m) Roofing replacement, cannot be patchwork, has to be fully replaced over that area of the building
- n) Playground equipment and fencing (installation and/or replacement)
- o) Security Guard booths on site (installation)
- p) Site redevelopment, including parking areas and sidewalks
- q) Underground fuel tanks (remove and/or replace)

This list is not complete. Contact MSDE staff to confirm the eligibility of other projects.

E. Ineligible Projects and Expenditures

The following projects are not eligible for this program:

- a) Projects in spaces used primarily for religious instruction, programs, and worship
- b) Projects in buildings used primarily for administration, maintenance, storage, or other non-instructional, ancillary services
- c) Projects for improvements to, or the movement of, temporary or portable classroom buildings
- d) Maintenance projects, such as painting rooms, repairing equipment, adjusting door closers, patching roofs and patching sidewalks or parking lots

The following expenditures are not eligible for this program:

- a) Expenditures to directly or indirectly contribute to the required matching funds of a State legislative initiative grant in the annual capital bond bill
- b) Salaries or wages paid to nonpublic school employees for project work
- c) Non-capital furnishings and equipment (less than 15 year expected life)
- d) Instructional supplies and materials
- e) Maryland State sales tax reimbursement

For more detailed information on project eligibility and ineligibility see Code of Maryland Regulations (COMAR) Interagency Commission on School Construction, Eligible Expenditures, and Ineligible Expenditures. Go to www.dsd.state.md.us, COMAR Online. Select "Search Option 1" and enter codification numbers "14.39.02.10" and "14.39.02.11."

F. Requirements for All Projects

- a) Grant recipients are encouraged to submit an application and obtain MSDE project approvals to assure eligibility before awarding a contract for the work.
- b) Qualifying contracts cannot be signed earlier than **June 1, 2024**, and project work must be under contract by **June 27, 2026** (two years after the funds first become available).
- c) All work shall be completed and the request for reimbursement submitted to MSDE/IAC by **March 31, 2027**. **Notify MSDE in advance to request an extension on this date if necessary.**
- d) For schools older than 1975, Grant recipients shall consult with the Maryland Historical Trust (MHT) and determine whether the project will have no adverse effects on historic properties or shall identify measures to be taken to avoid and reduce such effects. A one-page "Project Review Form" is available at the website below. Grant recipients are not required to submit a copy of the review form to MSDE. [MHT - How to Submit a Project for MHT Review \(maryland.gov\)](https://mht.org/submit-a-project-for-mht-review)
- e) Grant recipients shall comply with State roofing policy on all roof projects. The policy is available at: <http://www.dgs.maryland.gov>; click on State Agencies in left column, then click on Design, Construction, and Energy; view right-hand column for the 2019 Roofing Policy.
- f) Grant recipients shall not contract with any individuals or firms suspended or debarred from work in Maryland. A list of suspended or debarred individuals or firms is available at: <https://bpw.maryland.gov> then Debarments under Publications in the left-hand column.
- g) Grant recipients are encouraged to comply with COMAR 14.39.03 – Interagency Commission on School Construction, Construction Procurement Methods including competitive bidding processes.
- h) Grant recipients are encouraged to solicit and hire Maryland resident businesses.
- i) Grant recipients are encouraged to use Maryland Correctional Enterprises for furniture and equipment needs. A complete catalog of products and services is available at: <https://www.mce.md.gov/Products>
- j) Grant recipients are encouraged to use energy conservation and green building technologies.
- k) Grant recipients are encouraged to solicit and hire minority-owned businesses certified by the Maryland Department of Transportation (MDOT.)
- l) Should the scope of the work for the project change from the original scope, the Grant recipients are required to contact MSDE and provide a written scope change approval request.

G. Application Review and Approval Process

STEP ONE

Purpose: Apply for the Textbook and Technology Program
Eligibility for this program is a requirement for NASP.

WHAT

- MSDE determines eligibility for both programs
- Eligible schools should not have Student Tuition that exceeds the State average expenditure per pupil
- Items required for application:
 - Verification of School name; Principal/Contact information
 - Total tuition revenue for School Year 2022-2023;
 - Total Enrollment for School Year as of September 30, 2024, including students eligible for Free and Reduced Meals (FARM).

STEP TWO

Purpose: To prepare for the FY 25 NASP application

How to Prepare:

Building Age Worksheet (Form A)

- Complete this worksheet prior to submitting the application.
- Save the document as a .pdf file
- Upload to the application at submission.
- Use the “Calculated Age” of the school as shown at the bottom of the form to complete the age of the building on the application
- **We recommend the applicant compare this form to the prior year’s form to be consistent with the information.**

Grant Assurance Form (Form B)

- Complete this form prior to submitting the application.
- Upload to the application at submission.
- Please note the text of the non-discrimination statement on this form (Item 1.c.) is directly from law and cannot be altered.

STEP THREE

Purpose: Complete the Application

What:

- Define scope of project, project cost and schedule

To Do:

- Download the Building Age Worksheet (Form A)
- Download the Grant Assurance Form (Form B)
- Verify all information, especially contact information, enrollment & tuition

To Complete:

- Complete the Building Age Worksheet (Form A)
- Complete and Sign the Grant Assurance Form (Form B)
- Complete the online application, including total cost, private funds available
- Provide age of building consistent with Building Age Worksheet

Notes:

- Please hit the submit button when you have completed the application and uploaded the completed Building Age Worksheet and Grant Assurance Form.
- You will receive an email confirming receipt of your application and will receive another once it has been approved, denied, or sent back for revision. **If you do not receive an email, then please contact MSDE.**

H. Criteria For Funding

- a) MSDE shall submit the funding recommendations to the IAC for approval based on the following.

<u>LEVEL</u>	<u>QUALIFIES FOR:</u>
TIER 1	QUALIFIES FOR ONE OF THE FOLLOWING: <ul style="list-style-type: none">• At least 20% of the school's students are eligible for free and reduced priced meals.• The tuition charged is less than the statewide average per pupil expenditure for public schools as calculated by the Maryland State Department of Education• The school has a facility with an average age of 50 years or more
TIER 2	QUALIFIES FOR TWO OF THE CRITERIA ABOVE
TIER 3	QUALIFIES FOR THREE OF THE CRITERIA ABOVE
NOTE:	SCHOOLS SERVING STUDENTS THROUGH THE NONPUBLIC PLACEMENT PROGRAM AUTOMATICALLY QUALIFY FOR TIER 3 FUNDING

- b) Following review and approval by the IAC, MSDE staff will notify each school of its individual allocation.

I. Project Design and Approval Process

- a) No project design review or approval by MSDE or IAC shall be required, except as described below.
- b) MSDE and IAC reserve the right to review technical designs, specifications, and procurement documents if either agency determines it to be necessary. Schools will be notified as soon as such a determination is made.

J. Project Bidding and Construction Process

- a.) No submissions to MSDE or IAC are required.
- b.) Please refer to F. Requirements for All Projects (H – I) of these procedures for recommendations on the bidding and procurement processes.

K. Reimbursement Process

STEP ONE

Purpose: To request reimbursement for complete NASP projects

Who:

- School must complete and make payment for the entire project
- School representative submits a request for reimbursement to MSDE
- The State will only issue one reimbursement check per program. **Notify MSDE in advance to request an exception if absolutely necessary**

When:

- Reimbursements for completed work may be submitted via email to MSDE at **any time from the date grant allocations were approved up to March 31, 2027**. Schools shall proceed at their own risk for any work performed or contracts signed prior to approval in March 2025. Grant allocations are not guaranteed
- The reimbursement deadline for all FY25 NASP projects is **March 31, 2027**

What to Submit:

- Request for Reimbursement Form C-IAC FORM 306.2, signed
- School's W-9 Form, address must match address indicated on FORM 306.2. If the addresses are different then the school must provide a letter explaining the difference
- Invoice(s) or Receipt(s) ONLY
- Proof of Payment (provide only one invoice per project type)
 - o Canceled checks copied front and back
 - OR
 - o Bank or Credit card statement showing transaction to whom, for how much, and dated,
 - OR
 - o Contractor's Certification of Payment (notarized) – Form D – IAC FORM 306.2a

STEP TWO

Purpose: MSDE and IAC review requests to approve for the Maryland General Accounting Division (GAD) to process.

Who:

- MSDE reviews the request for accuracy, consistency of the approved project description with the grant allocation and completeness. The request must be signed
- If the request is inconsistent or incomplete, MSDE will notify the grant recipient to revise or complete the submission and resubmit
- Please note that should the scope of the project change prior to reimbursement, the school must contact and receive approval from MSDE to proceed

What happens next:

- If all items are complete and satisfactory, the MSDE representative will submit the request to the Financial representative of the Interagency Commission on School Construction (IAC)
- IAC staff will review the request for accuracy, inclusion of required documents, consistency among the documents, required signatures, and dates
- If the request is not approved, IAC staff shall notify MSDE for coordination with the school to resolve issues
- If the request is approved to proceed, then the IAC will send notification to the state comptroller to issue the funds to the school
- **We encourage all schools to sign up for ACH payments with the State to track their funds and receive them faster. The link to apply for this can be found below**
<https://www.marylandtaxes.gov/divisions/gad/vendor-payments.php>

L. Appeals Process

Nonpublic schools may appeal the decision of MSDE and/or IAC staff to the Interagency Commission on School Construction. To appeal a decision by MSDE and/or IAC staff, submit a letter by email to iac.pscp@maryland.gov explaining the circumstances and any mitigating conditions. The Executive Director will present the matter to the IAC and notify the school of the outcome.

Appeals to the IAC will be considered only at regular meetings of the Commission. IAC meetings are open to the public.

M. Audit Requirements

The grant award is subject to audit by the IAC staff. Grant recipients shall maintain records for five years after reimbursement and make all records related to the program available for review and audit by the Interagency Commission on School Construction upon request.

N. Grant Process Schedule

June 1, 2024	FY25 NASP funds are available in IAC budget
October 2024	MSDE Office of Schools Facilities releases procedures and opens application website - Nonpublic schools may submit online applications
January 10, 2025	Last day for nonpublic schools to submit applications for FY25 NASP
Oct 2024 – Jan 2025	MSDE Office of School Facilities reviews applications, classifies requests
February 2025	MSDE prorates grant funds
March 13, 2025	IAC reviews and approves grant allocations
June 1, 2024 – June 27, 2026	Nonpublic schools plan projects and procure contract(s). (Schools that proceed to contract <u>prior</u> to grant approval do so at their own risk.)
June 27, 2026	Last day for nonpublic school to sign contract for project work
March 31, 2027	Last day for nonpublic school to submit Request for Reimbursement Form to MSDE (All construction must be complete and all contractors fully paid)

O. Budget Language

D25E03.02 INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION (Statewide)

(D) Senator James E. “Ed” DeGrange Nonpublic Aging Schools Program. Provide funds to be distributed as grants to nonpublic schools in Maryland for expenditures eligible under the Aging Schools Program, including school security improvements. Provided that grants may be provided only to nonpublic schools eligible to receive Aid to Non–Public Schools R00A03.04 (for the purchase of textbooks or computer hardware and software for loans to students in eligible nonpublic schools) during the 2023–2024 school year or nonpublic schools that serve students with disabilities through the Non–Public Placement Program R00A02.07 Subprogram 0762, excluding preschools in fiscal 2025, with a maximum amount of \$100,000 and a minimum amount of \$5,000 per eligible school.

Further provided that:

(a) Unless a school serves students through the Non–Public Placement Program, an eligible school may apply and qualify for a grant as specified below based on the following criteria:

- (1) At least 20% of the school’s students are eligible for free or reduced price meal programs;*
- (2) Tuition charged to students is less than the statewide average per pupil expenditure for public schools as calculated by the Maryland State Department of Education; and*
- (3) The school has a facility with an average age of 50 years or more; and*

(b) If a school meets:

- (1) All three of the criteria specified above, the school may receive up to \$100,000;*
- (2) Two of the three criteria specified above, the school may receive up to \$75,000; and*
- (3) One of the three criteria specified above, the school may receive up to \$25,000.*

Further provided that if more eligible schools apply and qualify for grants than the total authorizations, the Maryland State Department of Education shall prorate the grants based on the total authorization amount. Further provided that the funds shall be administered by the Maryland State Department of Education and the Interagency Commission on School Construction. Further provided that grants made to nonpublic schools shall be expended within 3 years of the date that funding for the grants became available. Any funding for grants that is unexpended following 3 years of having become available shall be transferred to the Unreserved Statewide Contingency Account for public school construction (Statewide) 3,500,000

P. Forms Required

The **Building Age Worksheet** (Form A) and the **Grant Assurances** (Form B) are available for download on the application website at <https://agingschools.msde.maryland.gov/Home/Index>.

- a) Building Age Worksheet (Form A) - Complete this worksheet prior to submitting the application. It must be saved as a .pdf file and uploaded to the application at submission. We recommend the applicant compare this form to the prior year's form (if applicable) to be consistent with the information. Use the "Calculated Age" of the school as the Building Age in Step 1 of the application.
- b) Grant Assurances (Form B) – Complete this form prior to submitting the application. It must be uploaded to the application prior to submission. Please note the text of the non-discrimination statement on this form (Item 1.c.) is directly from law and cannot be altered.
- c) Request for Reimbursement to Nonpublic Schools (IAC Form 306.2 Revised for Nonpublic Schools Form C) – Complete this form after the project is complete and all contractors have been paid by the school. The following attachments are required: copies of invoices, copies of canceled checks (front and back) or bank statements, and an IRS Form W-9 - Request for Taxpayer Identification Number and Certification for the school, if not currently registered with the Comptroller of Maryland. (IRS Form W-9 is available from www.irs.gov.)
- d) Contractor's Certification of Receipt of Payment (IAC Form 306.2a Revised for Nonpublic Schools – Form D) (OPTIONAL) – This form requires signature by a notary public. Complete this form only if copies of canceled checks or bank statements verifying full payment to the contractor are not available. Mail or deliver original notarized form with stamp to MSDE.

Q. Contacts

Below is the contact information for components of the program. It is preferred that all questions be sent by email. However, if calling, please leave a voice message if no one answers. Return calls will be made within 2-3 days.

- **For general information on MSDE Aid to Nonpublic Schools (Textbook and Technology Program) and other Nonpublic Schools Programs:**

Ms. Nicole Obregon, MSDE Special Fiscal Program Administrator at 410.767.2939, or by email to nicole.obregon@maryland.gov.

- **For questions on NASP project eligibility and application procedures:**

Mr. Myron Mason, MSDE School Facilities Administrator, at 410.767.0113 or by email to myron.mason@maryland.gov.

- **For questions on NASP funding reimbursement:**

Mr. Myron Mason, MSDE School Facilities Administrator, at 410.767.0113 or by email to myron.mason@maryland.gov

IAC Finance Staff at 410.767.0617 or by email to iac.invoices@maryland.gov.