

## PROCEDURES FOR THE NONPUBLIC AGING SCHOOLS PROGRAM (FISCAL YEAR 2014)

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### Introduction/Overview

The Maryland General Assembly is providing \$3.5 million in fiscal 2014 (July 1, 2013 – June 30, 2014) for grants to nonpublic schools currently participating in the Maryland Nonpublic Student Textbook Program for renovations and improvements to existing nonpublic school buildings. Funds will be distributed to nonpublic schools for expenditures eligible under the Public School Construction Program (PSCP) Aging Schools Program established in Section 5-206 of the Education Article, including school security improvements.

Payment for work completed under this program will be through reimbursement to the grant recipient. No matching grant is required, but the nonpublic school shall be responsible for all project costs exceeding the amount of the grant.

### Eligible Nonpublic Schools

Nonpublic schools participating in the Maryland State Department of Education (MSDE) Nonpublic Student Textbook Program in 2012-2013 are eligible for this program.

To the extent that a nonpublic school currently participating in the textbook program does not apply for a grant to support an eligible project and funds remain unallocated, the program will allocate those funds on a pro-rata basis to any newly participating schools in the Nonpublic Student Textbook Program in fiscal 2014 (FY14.)

### Eligible Projects

1. 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.
2. Projects must be in buildings that are 16 years or older. Building components to be replaced must be 16 years or older. To be eligible for FY14 funding buildings must have been occupied, and components must have been placed in service, on or before January 1, 1997. The building does not have to have been occupied by the nonpublic school on or before January 1, 1997.
3. Projects must have an estimated life expectancy of at least 15 years with normal maintenance.
4. Projects in buildings leased by nonpublic schools are eligible.
5. Individual projects do not have a minimum cost. Several separate, eligible projects may be requested in the same building to reach the total maximum grant allocation.

### Application Process

These procedures and all forms are available at:

[www.pscp.state.md.us/programs/nonpubasp/nonpubaspindex.cfm](http://www.pscp.state.md.us/programs/nonpubasp/nonpubaspindex.cfm).

All nonpublic schools interested in participating in the program shall submit a signed **Project Application & Assurances Form** in .pdf format by email to: [nonpubasp@msde.state.md.us](mailto:nonpubasp@msde.state.md.us). Alternatively, schools may submit the application by U.S. Mail to:

Maryland State Department of Education  
School Facilities Branch, Room 204  
200 West Baltimore Street  
Baltimore, Maryland 21201-2595  
ATTN: School Facilities Branch Chief

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### Review and Approval Process

1. MSDE shall review applications to confirm the eligibility of the school and the eligibility of the proposed project(s.)
2. MSDE shall confirm the maximum grant allocation and authorize the school to proceed with the project.
3. No further submissions are required by the school until the project is complete. MSDE reserves the right to review technical designs, specifications, and procurement documents if the Department determines it to be necessary.

### Reimbursement Process

1. Schools must have or obtain a Federal Tax Identification Number to be eligible for reimbursement.
2. Upon completion of the project and no later than December 31, 2014, the school shall submit a signed **Request for Reimbursement to Nonpublic Schools**, (*IAC/PSCP Form 306.2 Revised*), in .pdf format with attachments to [nonpubasp@msde.state.md.us](mailto:nonpubasp@msde.state.md.us).
3. MSDE will review the reimbursement request for consistency with the approved project and grant allocation amount.
4. If the request is approved, MSDE will submit the request to PSCP for review and payment.
5. PSCP will provide a single payment to the school.
6. If the request is denied, MSDE shall notify school of reasons.

### Grant Allocations

1. MSDE shall establish a maximum allocation for each participating, eligible, nonpublic school up to a total for all schools of \$3,500,000.
2. Allocations shall be the larger of \$5,000 or the per student calculation shown below:
3. Per student allocations will be based on September 30, 2012 official enrollments for each school as follows:
  - a. Each school reporting 20% or more students eligible for the free and reduced price meals program shall be allocated \$50 per student;
  - b. Each school reporting less than 20% of students eligible for the free and reduced price meals program shall receive up to \$35 per student.

### Project Requirements

1. Grant recipients shall obtain MSDE project approvals before awarding a contract for the work.
2. All work shall be under contract by June 30, 2014.
3. All work shall be completed and the request for reimbursement shall be submitted to MSDE by December 31, 2014.
4. Grant recipients shall consult with the Maryland Historical Trust (MHT) and determine 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 review form is available on the MHT website. Go to "Quick Links to Section 106 Tools" at <http://mht.maryland.gov/projectreview.html>.
5. Grant recipients shall comply with State roofing policy on all roof projects. Go to *Roofing Policy*, [www.dqs.maryland.gov/OFP/ProcedureManual/2012/RoofingPolicy.pdf](http://www.dqs.maryland.gov/OFP/ProcedureManual/2012/RoofingPolicy.pdf).
6. 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 [www.bpw.state.md.us/pages/debarments.aspx](http://www.bpw.state.md.us/pages/debarments.aspx).

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### Ineligible Projects and Expenditures

The following projects and expenditures are not eligible for this program:

1. Projects in spaces used primarily for religious instruction, programs, and worship
2. Projects in buildings used primarily for administration, maintenance, storage, or other non-instructional, ancillary services
3. Projects for improvements to, or the movement of, temporary or portable classroom buildings
4. Expenditures to supplement an approved State allocation for a project
5. Design, construction management, project management, testing, or inspection fees

For more detailed information on project eligibility and ineligibility see Code of Maryland Regulations (COMAR) 23.03.02.11 and .12 - *Board of Public Works, Public School Construction, Administration of the Public School Construction Program, Eligible Expenditures, and Ineligible Expenditures*. Go to [www.dsd.state.md.us/comar](http://www.dsd.state.md.us/comar) and search codification numbers.

### Appeals Process

Nonpublic schools may appeal the decision of MSDE and/or PSCP staff to the Designees of the Interagency Committee on School Construction by submitting a letter by U. S. Mail explaining the circumstances and any mitigating conditions to:

Dr. David Lever, Executive Director  
Interagency Committee on School Construction  
200 West Baltimore Street  
Baltimore, Maryland 21201-2595

### Additional Project Recommendations

1. Grant recipients are encouraged to comply with COMAR 23.03.03 - *Construction Procurement Methods*. Go to [www.dsd.state.md.us/comar](http://www.dsd.state.md.us/comar) and search codification numbers.
2. Grant recipients are encouraged to solicit and hire Maryland resident businesses.
3. Grant recipients are encouraged to use the Maryland Correctional Enterprises for furniture and equipment needs. Go to [www.mce.md.gov](http://www.mce.md.gov).
4. Grant recipients are encouraged to use energy conservation and green building technologies.
5. Grant recipients are encouraged to solicit and hire minority-owned businesses.

### Audit Requirements

The grant award is subject to audit by the Public School Construction Program. Grant recipients shall maintain records for five years and make all records related to the program available for review and audit by the Public School Construction Program upon request.

### Sample List of Projects Eligible for Reimbursement

- ADA accessibility modifications
- Asbestos and/or lead paint removal/abatement
- Bleacher repair/replacement (interior only)
- Carpeting replacement (only if new carpet carries 15 year warranty)

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- Ceiling repair/replacement
- Communications (voice, video, and data) systems and/or components including wiring with 15 year warranty
- Doors and/or windows replacement
- Electrical system upgrades
- Elevator refurbishment or upgrades
- Energy conservation projects
- Fire protection system and/or components (replace and/or upgrade)
- Flooring materials (repair, replace, and/or refinish)
- Folding partitions (installation and/or replacement)
- Heating, Ventilating, and Air Conditioning (HVAC) systems and/or components
- Lighting systems and/or components
- Playground equipment
- Renovation projects
- Roofing systems and/or components
- Safety and security improvements
- Site redevelopment
- Underground fuel tanks (remove and/or replace)

### Schedule

June 1, 2013	Nonpublic ASP funds are available in PSCP budget.
July 29, 2013	MSDE distributes procedures and application form to nonpublic schools.
August 6, 2013	MSDE/PSCP participates in scheduled State Superintendent's Nonpublic Schools Workgroup meeting to answer questions on program, application, and reimbursement process.  Nonpublic school submits application to MSDE.  MSDE reviews and approves or denies application.  MSDE notifies school of State action.
December 2, 2013	Last day for nonpublic schools to submit project applications to MSDE for review and approval.  Nonpublic school designs, procures contracts, completes, and pays for work.  Nonpublic school submits reimbursement request to MSDE, including Federal Tax Identification Number and all documentation.  MSDE reviews and approves or denies reimbursement request and submits approved requests to PSCP for payment.  PSCP reimburses school up to the amount of the maximum grant award.
May 15, 2014	Last day for nonpublic school to request extension on use of FY14 funds
June 30, 2014	Last day for all projects to be under contract
December 31, 2014	Last day for projects to be complete and for nonpublic school to submit reimbursement request to MSDE.

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### Instructions for Completing Forms

The complete procedures and forms are available for download at the Public School Construction Program website: [www.pscp.state.md.us/programs/nonpubaspindex.cfm](http://www.pscp.state.md.us/programs/nonpubaspindex.cfm). The application form is in .pdf format and may be filled in online but cannot be saved directly. The applicant will need to print out the completed form for your record and signature and then transmit the signed form in .pdf format to MSDE at [nonpubasp@msde.state.md.us](mailto:nonpubasp@msde.state.md.us).

#### **Project Application & Assurances Form (2 pp.)**

1. Complete school and contact information.
2. Provide brief description of work including existing conditions, scope of work, materials, sizes, quantities, and locations sufficient to justify eligibility for funding.
3. Complete age, proposed schedule, and estimated cost information.
4. Read and confirm assurances 1 – 15.
5. Sign and date completed form.

#### **Request for Reimbursement to Nonpublic Schools (IAC/PSCP Form 306.2 Revised) (1 p.)**

1. Complete school and contact information.
2. Complete payment information including contractor's name, invoice numbers, and amounts.
3. Attach copies of invoices, cancelled checks, or other documentation.
4. If documentation is not available, complete and attach **Contractor's Certification of Receipt of Payment (IAC/PSCP Form 306.2A Revised)**
5. Read and confirm assurance statement.
6. Sign and date completed form.

#### **Contractor's Certification of Receipt of Payment (IAC/PSCP Form 306.2a Revised) (1 p.)**

1. Complete school and contact information.
2. Complete contractor's information.
3. Obtain notarized signature of contractor.
4. Sign and date completed form.
5. Submit **Request for Reimbursement** and original, notarized copy of **Contractor's Certification** by U.S. Mail to:

Maryland State Department of Education  
School Facilities Branch, Room 204  
200 West Baltimore Street  
Baltimore, Maryland 21201-2595

ATTN: School Facilities Branch Chief

### Contacts

For questions on program and project eligibility, please contact Ms. Barbara Bice, MSDE School Facilities Branch Chief, at 410-767-0097 or by email to [bbice@msde.state.md.us](mailto:bbice@msde.state.md.us).

For questions on funding reimbursement, please contact Ms. Carrie Wiskman, PSCP Fiscal Accounts Lead, at 410-767-0614 or by email to [cwiskman@msde.state.md.us](mailto:cwiskman@msde.state.md.us).