



Nonpublic Aging Schools Program

What is the Nonpublic Aging Schools Program?

In the 2013 Legislative Session, Maryland's General Assembly passed legislation providing \$3.5 million to nonpublic schools who currently participate in the Maryland Nonpublic Student Textbook Program for renovations and security-related upgrades to existing nonpublic school buildings. The program is administered through the Maryland State Department of Education (MSDE).

Eligibility and Requirements:

- 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. Projects must have a 15 year life expectancy.
- Schools must have participated in the Maryland Nonpublic Student Textbook in the 2012-13 school year. Every school who participated in the Textbook Program last year is eligible to receive funds. Regardless of enrollment, every eligible school must receive a minimum grant of \$5,000. Funds shall be allocated as follows:
 - Schools where 20% or more of students enrolled are *eligible* for the Free and Reduced-Price Meals Program (FARMS) may receive \$50 per student, multiplied by the school's 2012-13 enrollment.
 - Schools where less than 20% of students enrolled are *eligible* for the Free and Reduced-Price Meals Program (FARMS) may receive \$35 per student, multiplied by the school's 2012-13 enrollment.
- For renovations and non-security-related construction projects, the building to be improved must be more than 16 years old. Upgrades to newer buildings must be security-related upgrades in order to be eligible.
- Schools must pay for improvements in advance and apply for reimbursement upon completion of the project(s).
- A school may use its allotted amount to pay for all or a portion of a larger project or several smaller projects, so long as all projects completed meet eligibility requirements.

Application Process:

1. **Submit an Application and Assurances Form by December 2, 2013 to MSDE, either by mail or email via PDF.**
2. Concurrently, the applicant school should file a **Project Review Form** to the Maryland Historical Trust. If you think or know that your school is a registered historical property, it is recommended that you complete this step *before* submitting an Application and Assurances Form.
3. MSDE will subsequently send your school a letter confirming the amount of your school's grant and authorizing your school to proceed with the project.
4. Once authorized, you school may obtain estimates for the project(s), enter into contract and complete the project(s). Please note: your school must be *under contract* for all projects by June 30, 2014.
5. Upon completion of the project(s), you must have your contractor(s) sign the **Contractor's Certification of Receipt of Payment Form** in the presence of a notary public.
6. Submit the Contractor's Certification of Receipt of Payment Form concurrently with the **Request for Reimbursement Form** to MSDE by December 31, 2014.
7. MSDE will mail a reimbursement check to your school.