

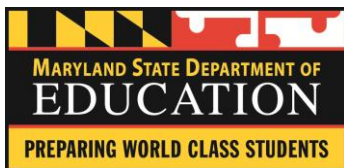
PROCEDURES
FOR THE
NONPUBLIC AGING SCHOOLS PROGRAM
(FISCAL YEAR 2016)
October 7, 2015

These procedures are available for download at:

<http://www.pscp.state.md.us/programs/NonPubASP/nonpubaspindex.cfm>

Applications for this program must be submitted online at:

<https://agingschools.msde.maryland.gov/>



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Procedures for the Nonpublic Aging Schools Program (Fiscal Year 2016)

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1. Introduction/Overview

The Maryland General Assembly is providing \$3.5 million in fiscal 2016 (July 1, 2015 – June 30, 2016) in grants for renovations and improvements to existing nonpublic school buildings.

Funds will be distributed to nonpublic schools, except preschools, eligible for the purchase of textbooks or computer hardware and software for loan to students (the textbook loan program) in fiscal 2016 for expenditures eligible under the fiscal 2016 Public School Construction Program (PSCP) Aging Schools Program.

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

Individual grant allocations will be based on the number of schools meeting certain criteria. Preliminary allocations will be established after all applications have been received and reviewed. If more eligible schools apply and qualify for grants than the total authorization, the Maryland State Department of Education (MSDE) shall prorate the grants.

Schools will have until December 15, 2015 to apply for a grant. Grant recipients will have until June 30, 2017 to contract for approved project work.

2. Eligible Schools

- a) Nonpublic schools, except preschools, eligible to receive aid from the MSDE Nonpublic Student Textbook Loan Program in fiscal 2016 (School Year 2015-2016) are eligible for this program. To determine eligibility, take second prior year tuition revenues (school year 2013-2014) and divide by second prior year enrollment (September 2013). If the resulting number is less than or equal to \$14,744, then the school qualifies to apply for this program. The \$14,744 figure represents the State average expenditure per pupil for Fiscal 2014, based on MSDE's submission for the National Public Education Financial Survey (NPEFS) federal reporting requirement.
- b) School buildings and components of school building systems to be improved must have a minimum calculated age of 16 years at the time of the application to be considered an "aging school."
- c) The school must offer kindergarten and/or higher grades. Preschools are not eligible. For the purposes of this program, "preschools" means schools that generally enroll students ages 4 and below and do not provide formal kindergarten programs.

3. 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.
- b) Projects must be in buildings that are 16 years or older. Building system components to be replaced, such as boilers and roofs, must be 16 years or older.

- c) Projects must have an estimated life expectancy of at least 15 years with normal maintenance.
- d) 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.
- e) Projects in buildings leased by nonpublic schools are eligible providing the school and the building owner sign an agreement assuring repayment to the State of the grant should the school cease occupancy of the building within the fifteen year bond period.

4. 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)
- Ceiling replacement
- Doors and/or windows replacement, including security hardware and devices
- Electrical system upgrades
- Elevator refurbishment or upgrades
- Energy conservation projects
- Fire protection system and/or components (replace and/or upgrade)
- Flooring (repair and refinish and/or replace)
- 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, including constructing security vestibule entries
- Roofing systems and/or components replacement
- Site redevelopment, including paving and resurfacing parking areas
- Telecommunication (data, voice, and video) distribution systems (hard-wired), including safety and security systems, are eligible. Components must have a 15 year life expectancy.
- Underground fuel tanks (remove and/or replace)

5. Ineligible Projects and Expenditures

The following projects and expenditures 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) Expenditures to supplement an approved State allocation for a project
- e) Design, construction management, project management, testing, or inspection fees

- f) Salaries or wages paid to nonpublic school employees for project work
- g) Maintenance such as painting and repairing equipment
- h) Non-capital furnishings and equipment (less than 15 year expected life)
- i) Instructional supplies and materials

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 Online.

6. Requirements for All Projects

- a) Grant recipients are encouraged to obtain MSDE project approvals before awarding a contract for the work.
- b) Contracts shall have been signed on or after June 1, 2015.
- c) All work shall be under contract by June 30, 2017.
- d) All work shall be completed and the request for reimbursement shall be submitted to MSDE/PSCP by March 31, 2018.
- e) 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 "Project Review Form" is available on the MHT website at <http://mht.maryland.gov/projectreview.html>. Grant recipients are not required to submit a copy of the review form to MSDE.
- f) Grant recipients shall comply with State roofing policy on all roof projects. Go to www.dgs.maryland.gov/Pages/OFP/index.aspx, Procedure Manual, 2015 Roofing Policy.
- g) 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.maryland.gov/pages/debarments.aspx.
- h) Grant recipients are encouraged to comply with COMAR 23.03.03 – *Board of Public Works, Public School Construction, Construction Procurement Methods*, including competitive bidding processes.
- i) Grant recipients are encouraged to solicit and hire Maryland resident businesses.
- j) Grant recipients are encouraged to use the Maryland Correctional Enterprises for furniture and equipment needs. Go to www.mce.md.gov.

- k) Grant recipients are encouraged to use energy conservation and green building technologies.
- l) Grant recipients are encouraged to solicit and hire minority-owned businesses certified by Maryland Department of Transportation (MDOT.)

7. Application Process

All nonpublic schools interested in participating in the program shall submit an online application. Applications must be received by the close of business Tuesday, December 15, 2015. Applications are available at:

<https://agingschools.msde.maryland.gov/>

8. Application Review and Approval Process

- a) The online application shall automatically determine the eligibility of the school based on tuition, age of building, and school grades offered and notify the school of eligibility.
- b) Eligible schools shall be permitted to submit complete project applications.
- c) MSDE shall review applications to confirm the eligibility of the proposed project(s) and notify the school of the approval or disapproval of the project application.
- d) Following completion of the application period, MSDE shall calculate the grant allocations and notify the school of its individual allocation. The earliest date final grant allocations will be determined is January 1, 2016.

9. Project Design and Approval Process

- a) No project design review or approval by MSDE or PSCP shall be required, except as described below.
- b) MSDE and PSCP 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 determination is made.

10. Project Bidding and Construction Process

No submissions to MSDE or PSCP are required until the project is complete. Please refer to Section 6 (h – l) for recommendations on the bidding and procurement process.

11. Reimbursement Process

- a) The PSCP shall make one (1) payment only to the school.
- b) Upon completion of the project and no later than March 31, 2018, the grant recipient shall submit a single, signed Request for Reimbursement to Nonpublic Schools (*IAC/PSCP Form 306.2, Revised for NASP*) with attachments for all work done under the grant.

- c) MSDE will review the reimbursement request for consistency with the approved project and grant allocation amount and for the required attachments.
- d) If the request is consistent and complete, MSDE will forward the request to PSCP Fiscal Services for final reviews and payment.
- e) If the request is inconsistent or incomplete, MSDE will notify the grant recipient to revise or complete the submission and resubmit.
- f) PSCP will review the request for accuracy, inclusion of required documents, consistency among the documents, and required signatures and dates.
- g) If the request is approved, PSCP will provide a single payment to the grant recipient.
- h) If the request is not approved, PSCP shall notify school of reasons.

12. Appeals Process

Nonpublic schools may appeal the decision of MSDE and/or PSCP staff to the Designees of the Interagency Committee on School Construction (IAC). The IAC Designees are staff members of the Maryland Department of Education, the Maryland Department of Planning, and the Department of General Services authorized to act in place of the IAC member. To appeal a decision by MSDE and/or PSCP staff to the IAC Designees, submit a letter by U. S. Mail explaining the circumstances and any mitigating conditions to the address below. The Executive Director will present the matter to the Designees and notify the school of the outcome.

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

Similarly schools may appeal the decision of the IAC Designees to the IAC by submitting a similar letter to the Executive Director. Appeals to the IAC will be considered only at regular meetings of the Committee. IAC meetings are open to the public.

13. Audit Requirements

The grant award is subject to audit by the Public School Construction Program. 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 Public School Construction Program upon request.

14. Schedule

- | | |
|---------------------|---|
| June 1, 2015 | Nonpublic ASP funds are available in PSCP budget |
| October 2015 | MSDE School Facilities Branch releases procedures and opens application website - Nonpublic schools may submit online applications |

- December 15, 2015** **Last day for nonpublic schools to submit applications for FY16 NASP**
- January 1, 2016** **Earliest date grant allocation amounts will be determined**
- Oct 2015 – Feb 2016** **MSDE School Facilities Branch reviews applications, classifies requests, and prorates grant awards**
- Oct 2015 – Jun 2017** **Nonpublic school designs project and procures contract. (Schools that proceed to contract prior to grant approval do so at their own risk.)**
- June 30, 2017** **Last day for school to sign contract for project work**
- March 31, 2018** **Last day for school to submit Request for Reimbursement Form to MSDE (All construction must be complete and all contractors fully paid)**

15. Budget Language

HOUSE BILL 71 - 2015

DE02.01 BOARD OF PUBLIC WORKS

DE02.02 PUBLIC SCHOOL CONSTRUCTION (Statewide)

DE02.02(D)Nonpublic Aging Schools Program. Provide funds to be distributed as grants to nonpublic schools in Maryland for expenditures eligible under the Aging Schools Program established in §5-206 of the Education Article, including school security improvements. Provided that grants may only be provided to nonpublic schools eligible to receive Aid to Non-Public Schools R00A03.04 (for the purchase of textbooks or computer hardware and software for loan to students in eligible nonpublic schools), excluding preschools in fiscal 2016, with a maximum amount of \$100,000 and a minimum amount of \$5,000 per eligible school.

Further provided that:

(a) 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 program;*
- (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;*
- (3) one of the three criteria specified above, then the school may receive up to \$25,000.*

Further provided that if more eligible schools apply and qualify for grants than the total authorization, 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 Committee on School Construction\$3,500,000

16. Forms Required

The **Building Age Worksheet** and the **Grant Assurances** forms are available for download in the application website <https://agingschools.msde.maryland.gov/> and at the PSCP website, www.pscp.state.md.us/programs/NonPubASP/nonpubaspindex.cfm.

- a. Building Age Worksheet - Complete this worksheet prior to submitting the application. It must be saved as a .pdf file and uploaded to the application prior to submission.
- b. Grant Assurances – Complete this form prior to submitting the application. It must be uploaded to the application prior to submission.

The remaining forms are available for download only at the PSCP website address above.

- c. Request for Reimbursement to Nonpublic Schools (IAC/PSCP Form 306.2 Revised for NASP) – 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 cancelled checks (front and back) or bank statements, and an IRS W-9 form for school, if not currently registered with the State of Maryland, Comptroller’s office.
- d. Contractor’s Certification of Receipt of Payment (IAC/PSCP Form 306.2a Revised) (OPTIONAL) – This form requires signature by a notary public. Complete this form only if copies of cancelled checks or bank statements verifying full payment to the contractor are not available. Submit original notarized form with stamp.

17. Contacts

For general information on MSDE Nonpublic Schools programs:

Mr. Jamie Klarman, MSDE Nonpublic Schools Program Coordinator, at 410-767-0141, or by email to james.klarman@maryland.gov.

For questions on project eligibility and application procedures:

Ms. Barbara Bice, MSDE School Facilities Branch Chief, at 410-767-0097, or by email to barbara.bice@maryland.gov.

Ms. Gloria Mikolajczyk, MSDE School Facilities Architect Supervisor, at 410-767-0101, or by email to gloria.mikolajczyk@maryland.gov.

Ms. Jillian Storms, MSDE School Facilities Architect, at 410-0615, or by email to jillian.storms@maryland.gov.

For questions on funding reimbursement:

Ms. Sandra Raniere, PSCP Fiscal Services, Administrative Specialist III, at 410-767-0102 or sandra.raniere@maryland.gov.