

PROCEDURES
FOR THE
NONPUBLIC AGING SCHOOLS PROGRAM
(FISCAL YEAR 2017)
September 20, 2016

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/>



Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201-2595
410-767-0097
410-333-6522 FAX

Email: barbara.bice@maryland.gov
Email: james.klarman@maryland.gov



Public School Construction Program
200 West Baltimore Street
Baltimore, Maryland 21201-2595

Procedures for the Nonpublic Aging Schools Program (Fiscal Year 2017)

<u>Table of Contents</u>	<u>Page</u>
1. Introduction/Overview	1
2. Eligible Schools	1
3. Eligible Aging Schools Projects	1
4. Sample List of Projects Eligible for Reimbursement	2
5. Ineligible Projects and Expenditures	2
6. Requirements for All Projects	3
7. Application Process	4
8. Application Review and Approval Process	4
9. Project Design and Approval Process	5
10. Project Bidding and Construction Process	5
11. Reimbursement Process	5
12. Appeals Process	6
13. Audit Requirements	6
14. Schedule	7
15. Budget Language	7
16. Forms Required	8
17. Contacts	8

Forms

- A. Building Age Worksheet
- B. Grant Assurances
- c. Request for Reimbursement to Nonpublic Schools *(IAC/PSCP FORM 306.2 Revised for Nonpublic Schools)*
- D. Contractor's Certification of Receipt of Payment *(IAC/PSCP FORM 306.2a Revised for Nonpublic Schools)*

1. Introduction/Overview

The Maryland General Assembly is providing \$3.5 million in fiscal year 2017 (July 1, 2016 – June 30, 2017) in grants for renovations and improvements to existing nonpublic school buildings.

Nonpublic schools, except preschools, eligible in fiscal year 2017 (FY17) for the Aid to Nonpublic Schools Program for the purchase of textbooks or computer hardware and software for loan to students, commonly known as the “Textbook and Technology Program”, are eligible to apply for the FY17 Public School Construction Program (PSCP) Nonpublic Aging Schools Program (NASP.)

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. The maximum grant amount is \$100,000. The minimum grant amount is \$5,000 per eligible school.

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 in early 2017. If more eligible schools apply and qualify for grants than the total authorization, the Maryland State Department of Education (MSDE) shall prorate the grants. In order to fund all eligible projects in the last two years, MSDE has reduced the maximum grant amount. In FY15 the maximum prorated grant amount was \$48,200. In FY16 it was \$36,700.

Schools will have until December 15, 2016 to apply for a grant. Grant recipients will have until June 30, 2018 to contract for approved project work. Schools must complete and pay for the work in full prior to requesting State reimbursement.

2. Eligible Schools

- a) Nonpublic schools, except preschools, eligible to receive aid from the Textbook and Technology Program in FY17 (school year 2016-2017) are eligible for this program. To determine eligibility, take the second prior year tuition revenues (school year 2014-2015) and divide by the second prior year enrollment (September 30, 2014). If the resulting number is less than or equal to \$15,039, then the school qualifies to apply for this program. The \$15,039 figure represents the State average expenditure per pupil for fiscal year 2015, 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 prior to January 1, 2001 to meet the age requirement.
- 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. 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 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.
- e) Projects in buildings leased by nonpublic schools are eligible providing the building owner signs an agreement assuring repayment to the State of the grant should the school cease occupancy of the building within the 15 year bond period.

4. Sample List of Projects Eligible for Reimbursement

- Americans with Disabilities Act (ADA) accessibility modifications
- Carpet replacement (only if new carpet carries a 15 year warranty)
- Ceiling replacement
- Doors and/or windows replacement, including security hardware and devices
- Electrical system upgrades
- Elevator refurbishment or upgrades
- 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 and fencing
- Renovation projects, including constructing security vestibule entries
- Roofing systems and/or components replacement
- Site redevelopment, including parking areas and sidewalks
- Telecommunication (data, voice, and video) distribution systems (hard-wired), including safety and security systems (Technology components must have a 15 year life expectancy.)
- Underground fuel tanks (remove and/or replace)

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

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) Expenditures to directly or indirectly contribute to the required matching funds of a State legislative initiative grant in the annual capital bond bill
- f) Design, construction management, project management, testing, or inspection fees
- g) Salaries or wages paid to nonpublic school employees for project work
- h) Maintenance, such as painting rooms, repairing equipment, adjusting door closers, and patching roofs
- i) Non-capital furnishings and equipment (less than 15 year expected life)
- j) Instructional supplies and materials
- k) Maryland sales taxes

For more detailed information on project eligibility and ineligibility see Code of Maryland Regulations (COMAR) *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. Select "Search Option 1" and enter codification numbers "23.03.02.11" and "23.03.02.12."

6. 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) Contracts shall have been signed on or after June 1, 2016.
- c) All work shall be under contract by June 30, 2018.
- d) All work shall be completed and the request for reimbursement shall be submitted to MSDE/PSCP by March 31, 2019.
- 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 at the web site below. Grant recipients are not required to submit a copy of the review form to MSDE. http://mht.maryland.gov/documents/PDF/projectreview/Compliance_Forms_Projectreview.pdf
- f) Grant recipients shall comply with State roofing policy on all roof projects. The policy is available at: www.dgs.maryland.gov/documents/ofp/2015RoofingPolicy.pdf.

- 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. See instructions in Section 5 of these procedures to obtain copy of regulations.
- 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. A complete FY17 catalog of products and services is available at: www.mce.md.gov/Portals/0/pdf_2015/MCE%20FY17%20Catalog.pdf?ver=2016-06-29-070640-237.
- 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 the Maryland Department of Transportation (MDOT.)

7. Application Process

All nonpublic schools interested in participating in the program shall submit an online application. The application is a two-step process. First, the school submits information to determine if the school is eligible to participate. Second, the eligible schools submit information about the specific project(s) for review and approval. Applications must be received by the close of business Thursday, December 15, 2016.

In order to complete the first step, the school must have identified the total tuition revenue for school year 2014-15 and the total enrollment as of September 30, 2014. The school also must have completed the **Building Age Worksheet** and reviewed the **Grant Assurances** document.

In order to complete the second step, the school must identify a second contact person and submit a brief narrative description of the proposed work, an estimated total project cost, and a proposed schedule for the work. The school must identify the number of students eligible for federal free and reduced price meal programs (FARMS.) The school must also indicate the amount of State funding requested and upload the completed **Building Age Worksheet** and signed **Grant Assurances** document.

Applications are available at: <https://agingschools.msde.maryland.gov/>

8. Application Review and Approval Process

- a) The application software determines the eligibility of the school based on tuition, age of building, and school grades offered, and notifies the school of the result automatically.
- b) Eligible schools are then able to submit complete project applications.

- c) MSDE will review the project applications to confirm:
 - a. the **Building Age Worksheet** has been completed correctly and the correct age has been entered;
 - b. the **Grant Assurances** document has been signed;
 - c. the proposed project is eligible; and
 - d. the project description, estimated costs, and schedule are reasonable.
- d) MSDE shall approve, return with questions, or deny the project application.
- e) The software will categorize the schools with approved projects by the number of funding criteria met. The funding criteria are described in Section 15 of these procedures.
- f) Following completion of the application period, MSDE shall review the number of schools in each funding category, and calculate the grant allocations.
- g) PSCP/MSDE staff shall submit the funding recommendations to the Interagency Committee on School Construction (IAC) for approval and permission to submit to the Board of Public Works.
- h) Following review and approval by Board of Public Works (BPW), PSCP/MSDE staff will notify each school of its individual allocation. The earliest date final grant allocations will be announced is March 15, 2017.

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. Please refer to Section 6 (h – l) of these procedures for recommendations on the bidding and procurement processes.

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, 2019, the grant recipient shall submit a single, signed Request for Reimbursement to Nonpublic Schools (*IAC/PSCP Form 306.2 Revised for Nonpublic Schools*) with attachments for all work done under the grant to MSDE.

- c) MSDE will review the reimbursement request for consistency with the approved project description and grant allocation and for the required attachments.
- d) If the request is consistent and complete, MSDE will forward the request to PSCP Fiscal Services for final review 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, required signatures, and dates.
- g) If the request is approved, PSCP will submit the request to the office of the Comptroller of Maryland for payment. The Comptroller's office will mail a check to the school.
- h) If the request is not approved, PSCP shall notify school of the reasons and work with the school to resolve issues, if possible.

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 on behalf 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.

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

Schools dissatisfied with the decision of the IAC Designees may appeal 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, 2016	Nonpublic Aging School Program (NASP) funds are available in PSCP budget
September 2016	MSDE School Facilities Branch releases procedures and opens application website - Nonpublic schools may submit online applications
December 15, 2016	Last day for nonpublic schools to submit applications for FY17 NASP
Sept 2016 – Jan 2017	MSDE School Facilities Branch reviews applications, classifies requests, and prorates grant awards
February 2017	IAC reviews and approves grant allocations
March 2017	BPW reviews and approves grant allocations
March 15, 2017	Earliest date grant allocation amounts announced
June 1, 2016 – June 30, 2018	Nonpublic school plans project and procures contract. (Schools that proceed to contract prior to grant approval do so at their own risk.)
June 30, 2018	Last day for school to sign contract for project work
March 31, 2019	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

Chapter 27 2016 LAWS OF MARYLAND

DE02.01 BOARD OF PUBLIC WORKS

DE02.02 PUBLIC SCHOOL CONSTRUCTION (Statewide)

DE02.02(C)

(C) 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 2017, 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; and

(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 Nonpublic Schools) – 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 W-9 form for school, if not currently registered with the Comptroller of Maryland.
- d. Contractor's Certification of Receipt of Payment (IAC/PSCP Form 306.2a Revised for Nonpublic Schools) (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. Submit original notarized form with stamp.

17. Contacts

For general information on MSDE Aid to Nonpublic Schools (Textbook and Technology Program) and Nonpublic Aging 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 Nonpublic Aging Schools 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 Nonpublic Aging Schools funding reimbursement:

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

Z:\NONPUBLIC AGING SCHOOLS PROGRAM\FISCAL 2017 NASP\FY17 NASP PROCEDURES 09-20-16.doc

INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION
PUBLIC SCHOOL CONSTRUCTION PROGRAM

NONPUBLIC AGING SCHOOLS PROGRAM
FISCAL YEAR 2017

BUILDING AGE WORKSHEET

(Enter data in blank cells. Shaded cells will fill automatically.)

Name of School:	
Address of School:	

COMPLETE TABLE 1 - FACILITY INVENTORY DATA

All applicants must complete Table 1.

- 1 Enter date(s) school was originally constructed and area in gross square feet (GSF). Use Columns C and D.
- 2 Enter date(s) of any addition(s) and area(s) in gross square feet (GSF). Use Columns C and D. Use one row for each addition project.
- 3 If all or part of the school was totally renovated, enter date(s) and area(s) in GSF in applicable row. Use Columns E and F.
"Total Renovation" means multiple, major building systems such as roof, windows, boilers, chillers, plumbing, and interior wall and floor finishes were replaced. After the Total Renovation, the part(s) of the building totally renovated was (were) "like new." If only one or two major systems were renovated, or only interior updates were done, it is not a Total Renovation.
- 4 Total Gross Square Feet and Columns G and H will calculate automatically.

TABLE 1 - FACILITY INVENTORY DATA						
	Construction		Total Renovations (if any)			Total Area
Column B	Column C	Column D	Column E	Column F	Column G	Column H
	Date (Year)	Gross Square Feet	Date (Year)	Gross Square Feet Renovated	Gross Square Feet Not Renovated (if any)	Gross Square Feet
Original Construction					-	-
Addition					-	-
Addition					-	-
(Insert additional rows above as needed)					-	-
TOTAL Gross Square Feet		-		-	-	-

COMPLETE TABLE 2 - BUILDING SYSTEM INVENTORY (Only if needed)

Complete Table 2 ONLY if you are replacing separate building systems or components in a school. The building itself must be at least 16 years old and any individual components to be replaced must be at least 16 years old. For example: Replacing a 20 year old roof on a 35 year old building is eligible. Replacing a 10 year old roof on that same building is not eligible.

- 1 Enter name(s) of building system(s) or component (s) to be replaced. Use Column B. Building systems and components include roofs, windows, boilers, chillers, plumbing, lighting, and electrical. Use one Row for each system or component.
- 2 Enter date(s) building system(s) or component(s) was (were) originally installed or most recently replaced. Use Column C.
- 3 Age(s) will calculate automatically. (Calendar year 2017 shows as a default value in Column D.)

TABLE 2 - BUILDING SYSTEM INVENTORY		
Name of Building System or Component	Year of Installation	AGE
Column B	Column C	Column D
		2017
		2017
(Insert additional rows above as needed)		2017

MARYLAND STATE DEPARTMENT OF EDUCATION

INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION
PUBLIC SCHOOL CONSTRUCTION PROGRAM

NONPUBLIC AGING SCHOOLS PROGRAM
FISCAL YEAR 2017

TABLE 3 - CALCULATED AGE OF BUILDING

- 1 This table will populate automatically for an original building and up to two additions. (Calendar year 2017 shows as a default value in Column E and does not enter into Calculated Age.)
- 2 If additional rows have been inserted in Table 1 for more additions to the original building, insert additional rows in this table also.
- 3 Enter Calculated Age (Column E, Bottom Row) in Application as Age of Building.

TABLE 3 - FACILITY SUMMARY by DATE				
	Date (Year)	Gross Square Feet	Age	Gross Square Feet multiplied by Age
	Column C	Column D	Column E	Column F
	0	-	2017	-
	0	-	2017	-
	0	-	2017	-
	0	-	2017	-
	0	-	2017	-
	0	-	2017	-
(Insert additional rows above as needed)	0	-	2017	-
Total				
Calculated Age			#DIV/0!	

FINAL STEPS:

1. PRINT OUT COMPLETED BUILDING AGE WORKSHEET FOR YOUR RECORDS
2. SCAN COMPLETED BUILDING AGE WORKSHEET INTO .PDF FORMAT
3. ATTACH BUILDING AGE WORKSHEET IN .PDF FORMAT TO ONLINE APPLICATION FORM

8/15/2016

MARYLAND STATE DEPARTMENT OF EDUCATION

INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION
PUBLIC SCHOOL CONSTRUCTION PROGRAM

NONPUBLIC AGING SCHOOLS PROGRAM
FISCAL YEAR 2017

GRANT ASSURANCES (A signed copy of this document must be uploaded to the application.)

In my capacity as (Title) _____ of the

(Name of School) _____

I hereby certify to the best of my knowledge, information, and intent:

1. This school is eligible for the FY17 Aid to Non-Public Schools Program (R00A03.04,) commonly known as the "MSDE Nonpublic Schools Textbook and Technology Program."
 - a. The school holds a certificate of approval from or is registered with the Maryland State Board of Education; and
 - b. The average tuition per student did not exceed \$15,039 in FY15; and
 - c. The school complies with Title VI of the Civil Rights Act of 1964, as amended. The school complies with Title 20, Subtitle 6 of the State Government Article, which prohibits discrimination in employment. A nonpublic school participating in the program may not discriminate in student admissions on the basis of race, color, national origin, or sexual orientation. Nothing herein shall require any school or institution to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. However, all participating schools must agree that they will not discriminate in student admissions on the basis of race, color, national origin, or sexual orientation. The sole legal remedy for violation of these provisions is ineligibility for participating in the Nonpublic Aging Schools program.
2. The proposed project(s) is a capital improvement that when completed will protect the school building from deterioration, improve the safety of students and staff, and enhance the delivery of educational programs.
3. The project(s) is in a building 16 years of age or older. Building system components to be replaced are 16 years of age or older.
4. The proposed project(s) has an estimated life expectancy of at least 15 years with normal maintenance.
5. The proposed project(s) shall be under contract for construction by June 30, 2018.
6. All requests for reimbursement shall be submitted no later than March 1, 2019.
7. Funds will not be used for projects in spaces used primarily for religious instruction, programs, and worship.
8. Funds will not be used for projects in buildings that are primarily used for administration, maintenance, storage, or other non-instructional, ancillary services.
9. Funds will not be used for projects in or movement of temporary or portable classroom buildings.
10. Funds will not be used to supplement any other approved State allocation for the same project(s).

11. Funds will not be used for design, construction management, project management, and testing or inspection fees.
12. Funds will not be used for salaries or wages to employees for project work, for repair and routine maintenance projects, or for non-capital furnishings, equipment, supplies, and/or materials.
13. The school is fully responsible for all costs in excess of the approved maximum grant allocation.
14. If the project is in a facility leased by the school, the building owner agrees to repay the State the amount of the grant should the school cease occupancy of the building within the fifteen year bond period. The school and the owner may come to a separate agreement regarding the source of the repayment funds. *(School and Owner shall sign below.)*
15. The school shall consult with the Maryland Historical Trust and determine the project will have no adverse effects on historic properties or will identify measures to be taken to avoid and reduce such effects.
16. The school shall comply with the State roofing policy on all roof projects.
17. The school shall not contract with any individuals or firms suspended or debarred from work in Maryland.

Signature for School: _____

Print Name: _____ **Date:** ____/____/____

FOR LEASED FACILITIES ONLY

As owner of the property at (Address) _____

Leased to (Name of School) _____

I hereby certify that I shall repay the State the amount of the grant should the school cease to occupy the property within the fifteen year bond period.

Signature: (Property Owner) _____

Print Name: _____ **Date:** ____/____/____

NOTES:

Item 1b. "Average tuition per student" is calculated by dividing the school's total tuition revenue for school year 2014-15 (FY 2015) by the certified total enrollment as of September 30, 2014.

Item 3. "Building Age" is calculated using the Building Age Worksheet. Both the Building Age Worksheet and a signed copy of this document must be uploaded to the application.

Items 15, 16, and 17. See the *Procedures for the Nonpublic Aging Schools Program Fiscal Year 2017* for additional Information and sources.

MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE)
 INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION (IAC)
 PUBLIC SCHOOL CONSTRUCTION PROGRAM (PSCP)
 NONPUBLIC AGING SCHOOLS PROGRAM (NASP)
 FISCAL YEAR _____

RESERVED FOR PSCP

REQUEST FOR REIMBURSEMENT TO NONPUBLIC SCHOOLS

NAME OF SCHOOL: _____ FEDERAL TAX ID: _____

PROJECT: _____ MSDE SCHOOL: 09 _____

CONTACT PERSON E-MAIL ADDRESS: _____

MAX. GRANT ALLOCATION: \$ _____ TOTAL PROJECT CONTRACTS: \$ _____

MAIL PAYMENT TO THE FOLLOWING ADDRESS:

RESERVED FOR MSDE

I REQUEST REIMBURSEMENT FOR THE FOLLOWING PAYMENTS:

CONTRACTOR	INVOICE NUMBER	INVOICE DATE	DATE PAID	AMOUNT

RESERVED FOR PSCP

TOTAL: _____
 STATE REQUEST: _____
 BALANCE PD. BY SCH.: _____

I hereby certify that this reimbursement request represents invoices that have been approved for payment by all school responsible persons, is for a project previously approved by the Maryland State Department of Education for funding under the Public School Construction Program/Nonpublic Aging Schools Program, is applicable to contractual arrangements approved by the school, has not been previously submitted for payment of reimbursement and payment of this amount has been made by this school to the applicable contractor(s) from funds other than tax-exempt bond proceeds.

 Signature of Nonpublic School Representative Date

ATTACHMENTS REQUIRED: (Do not staple)
 1. IRS Form W-9 for SCHOOL 2. Copy of invoice from each contractor 3. Copy of canceled check to each contractor, front and back showing bank endorsement stamp; OR third party (bank) statement; OR original, notarized copy of Contractor's Certification of Payment form
EMAIL COMPLETED FORM & ATTACHMENTS TO: barbara.bice@maryland.gov or other MSDE contact person

MARYLAND STATE DEPARTMENT OF EDUCATION (MSDE)

INTERAGENCY COMMITTEE ON SCHOOL CONSTRUCTION (IAC)
PUBLIC SCHOOL CONSTRUCTION PROGRAM (PSCP)

NONPUBLIC AGING SCHOOLS PROGRAM (NASP)
FISCAL YEAR _____

CONTRACTOR'S CERTIFICATION OF RECEIPT OF PAYMENT (OPTIONAL)

School may submit an original of this form with the Request for Reimbursement to Nonpublic Schools Form ONLY if canceled check(s) or other documentation of payment is not available.

NAME OF SCHOOL: _____ FEDERAL TAX ID: _____

PROJECT: _____ MSDE SCHOOL: 09 _____

I hereby certify that payment in the amount of \$ _____, check number _____ dated _____, has been received from _____ and deposited to _____ (bank) on _____ (date) for capital improvements made to _____ (name of school/project).

Name of Contractor Firm

Authorized Signature

Date

NOTARIZATION

County _____, to wit:

I hereby certify that on this _____ day of _____ in the year of _____ before me, a Notary Public for said County, personally appeared _____ (name), and made oath in due form of law that he/she is _____ (title) of _____ (name of firm), and on behalf of said firm stated that the matters and facts set forth in the foregoing verification are true to the best of his/her knowledge, information and belief. He/she acknowledged that he/she executed the same purposes herein contained and that they had full authority to execute same.

As witness my hand and official seal:

NOTARY PUBLIC