



PROGRAM INFORMATION GUIDE

Nonpublic Textbook Program Fiscal Year 2024

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

December 29, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Nonpublic Textbook Program provides secular textbooks and computer hardware and software for loan to participating Nonpublic schools and provides additional funding to Nonpublic schools in which a portion of the student enrollment qualifies for free or reduced-price meals.

This program is the gateway to other MSDE programs for Nonpublic schools, such as the Broadening Options and Opportunities for Students Today ([BOOST](#)) Scholarship Program and the Nonpublic Aging Schools Program ([NASP](#)).

Authorization

Budget Bill for Fiscal Year 2024 ([HB0200](#), R00A03.04 Aid to Non-Public Schools)

[Joint Chairman's Report – Operating Budget for Fiscal Year 2024 \(see pages 263-264\)](#)

Name of Program

Nonpublic Textbook Program

Purpose

To provide Nonpublic schools with secular textbooks and computer hardware/software for loan to students.

Dissemination

This program information guide is released on October 26, 2023.

Deadline

Applications are due no later than 5:00pm on December 29, 2023.

Grant Period

July 1, 2023 - June 30, 2024

Funding Amount Available

\$6,040,000 plus any unobligated funds from the Nonpublic School Health and Security ([NSHS](#)) program

Estimated Number of Grants

400 - 450 schools

Eligibility

This funding opportunity is limited to the approved nonpublic educational programs:

- Nonpublic schools that hold a certificate of approval or are a registered church-exempt school with the State Board of Education; and
- Licensed or registered child care providers that operate an approved Pre-K education program for students aged 2 - 4 years old.

Approval of educational programs is divided between two parts of MSDE: Kindergarten through 12th grade educational programs are approved by the Nonpublic School Approval Branch, while Pre-K educational programs are approved by the Division of Early Childhood.

An approved Pre-K education program is an educational program for children who are two years old, three years old, and four years old, that, unless exempted or approved by MSDE before July 1, 2007 to operate for more than 6 hours per day, may not operate in excess of six hours per day. The requirements for approval are set forth in [COMAR 13A.16.16](#) (Child Care Centers), [COMAR 13A.17.14](#) (Letters of Compliance), and [COMAR 13A.18.13](#) (Large Family Child Care). MSDE is in the process of promulgating regulations to authorize family child care providers to operate a nursery school.

Funds will be awarded on a first-come-first-serve basis until all funds are obligated.

Submission Instructions

Schools must submit an application for funding through the [Nonpublic Textbook online portal](#) no later than December 29, 2023.

Program Contact

Sandra Grant
Nonpublic Textbook Program Coordinator
(410) 767 - 0444
nptextbook.msde@maryland.gov

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to participating nonpublic schools and participating vendors.

Nonpublic School Responsibilities

The participating nonpublic school is responsible for the following:

- Obtaining a quote for requested items from an approved vendor, submitting quotes, and entering items through the [Nonpublic Textbook online portal](#);
- Reporting receipt of approved textbooks and technology to MSDE;
- Certify that the savings on the cost of textbooks and computer hardware/software will be dedicated to reducing the costs for students; and
- Since the textbooks and computer hardware/software remain property of the State, maintain appropriate shipment receipt records and inventory for audit purposes. Failure to do so may affect a nonpublic school's eligibility to participate in the program the following year.

Use of Funds

Funds must be used for the purchase of textbooks or computer hardware and software and other electronically delivered learning materials for loan to eligible students. Items must be secular in character and acceptable for use in any public elementary or secondary school in Maryland.

Funds may be used for:

- Textbooks;
- Computer hardware that is acceptable for use in any public elementary or secondary school in Maryland;
- Computer software; and
- Manipulatives that accompany the curriculum that can be loaned to a student for individual use.

For example: books, textbooks, workbooks, leveled readers, book sets, student licenses to online learning or assessment platforms, teacher licenses that accompany the student licenses, student assessment workbooks, headsets, tablets, laptops, cases for tablets, stylus pens to accompany tablets, keyboards, musical instruments, individual sets of manipulatives, calculators, consumables, etc.

Funds may not be used for:

- Food;
- Tuition or scholarships;
- Construction or capital improvements;
- Salaries or stipends;
- Materials that contain religious content;
- Furniture;
- Playground equipment;
- Technology for teacher or staff use;
- Classroom décor and storage;
- Training for staff; and
- Any item that is intended for group use.

For example: smartboards, televisions, large dollhouses and play kitchens, desks, gym equipment, video gaming systems, items for teacher use, technology or items not acceptable for use in a public school setting, items intended for infants, any items that are intended for group or schoolwide use, posters or bulletin board accessories, power strips, wiring, etc.

Requirements

The following items are requirements for participation in the program:

- Nonpublic schools must submit a complete application for participation through the [Nonpublic Textbook online portal](#).
- Nonpublic schools must not charge more tuition to a participating student than the statewide average per pupil expenditure, which is calculated by MSDE to be \$19,821 for the 2023-2024 school year.
- Applicants must provide a copy of their student handbook for review. The student handbook must contain the language in Education Article [§26-704\(c\)](#).
- Participating schools are required to confirm delivery of orders through the [Nonpublic Textbook online portal](#). Failure to do so may affect a nonpublic school's eligibility to participate in the program the following year.
- Participating schools must maintain an accurate and up-to-date inventory of all items purchased through this program. Name of applicant/Jurisdiction

Notes:

Unless the school makes a substantive change to the policies outlined in their student handbook, schools that submitted a student handbook and were approved to participate during the 2022-2023 school year (fiscal year 2023) are not required to submit the handbook again.

Schools must report the current published tuition for the 2023-2024 school year.

In the event that this figure exceeds \$19,821, the school may report their per pupil expenditure for the 2021-2022 school year. To calculate the per pupil expenditure, divide your school's total operating expenditures by the gross number of students served in the same year.

For example:

For the 2021-2022 school year (fiscal year 2022), the school's total operating costs were \$1,500,000. There were 189 total students served in the same school year.

- $\$1,500,000 \text{ operating costs} \div 189 \text{ students} = \$7,937 \text{ per pupil expenditure}$

The Review Process

The review of applications will be a four-part process:

1. Applications will be reviewed for confirmation of status as a registered nonpublic school or a child care provider operating an approved education program.
2. Schools that are approved in step 1 will be invited to continue with the application process. A review of the student handbook will be conducted to ensure that it meets the provisions of Education Article [§26-704\(c\)](#).

3. Funding will be awarded to applicants on a first-come-first-served basis until all funds are obligated.
4. Orders requested by the participating schools will undergo review to ensure that the items being requested meet the allowable use of funds.

AWARD NOTIFICATION

Notification of approval of participation will be sent to Nonpublic schools by email within 30 days of the deadline to submit applications.

FUNDING ALLOCATION

Funding allocations will be determined using the following formula based on the percentage of student enrollment who qualify for Free and Reduced Meals ([FARMS](#)):

Priority	Funding Amount Per Eligible Student
Less than 20% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$65 per eligible student
Between 20-40% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$95 per eligible student
At least 41% of the total enrollment of eligible students are eligible for free or reduced-price meals	\$155 per eligible student

Reporting Requirements

Participating Nonpublic schools must comply with the following reporting requirements:

Due	Reporting Requirement
August 15, 2024	Participating schools must confirm receipt of items purchased through this program.

Application

Applicants must submit a complete application through the [Nonpublic Textbook online portal](#). The application and ordering process will consist of the following steps:

1. Demonstrate Eligibility

Applicants must first register for eligibility to participate in the program by confirming status as a registered Maryland nonpublic school or child care provider operating an approved education program. Applicants will be asked to select whether they are applying as a nonpublic school or a child care provider. Then, applicants will be asked to provide:

- A complete mailing address
- The name, title, email, and phone number of an individual at the school to serve as the primary point of contact
- The contact information for the school principal

All communication and notifications will be directed to the email provided in this section of the application. Applicants who meet the eligibility requirements will receive an email notification notice from noreply.msde@maryland.gov stating that they are either eligible or ineligible to continue with the application.

2. Student Enrollment and Funding Allocation

Applicants that meet eligibility will be invited to continue to the next part of the online application. Schools will then be asked to provide the following information:

- Whether your school is a designated special education school through [COMAR 13A.09.10](#);
- Total general education student enrollment (Pre-K 3, Pre-K 4, Kindergarten, 1, 2, etc.) for the current 2023-2024 school year;
- The number of students who come from families whose income meets the guidelines for Free and Reduced Price Meals ([FARMs](#)) for current 2023-2024 school year;
- The annual published tuition your school charges a participating student for the current 2023-2024 school year;
- The lowest and highest grade level your school provides a full-day general education program (Pre-K 3, Pre-K 4, Kindergarten, 1, 2, etc.);
- A description of how your school will save costs to students;
- A signed assurances document; and
- A pdf copy of the student handbook that contains the language in Education Article [§26-704\(c\)](#). (Schools that were approved to participate during fiscal year 2023 are not required to submit their student handbook again).

This part of the application must be completed no later than 5:00 p.m. on December 29, 2023, to be considered for participation.

3. Orders and Procurement

Schools that submit all required information above and meet eligibility criteria will be sent an email notice from noreply.msde@maryland.gov that contains their funding allocation and will be permitted access to

the ordering section of the portal. Schools may then begin submitting order requisitions for textbooks and computer hardware/software through the Nonpublic Textbook online portal starting on February 1, 2024.

Order requisitions must be created using an approved vendor. For a list of approved vendors, see the list of approved vendors on the left-hand side of the Nonpublic Textbook webpage.

When schools gather price quotes from vendors, it's crucial to note that the expiration date on the quote determines how long the offered price is valid. Schools are required to input the order no later than three days after receiving the quote.

For instance, if a school receives a quote with a 30-day validity period and enters the order into the portal on day 15, this will not allow ample time for MSDE to review the order, generate a purchase order, and send it to the vendor. Consequently, there is a risk that prices may have increased by the time the purchase order reaches the vendor. In such cases, schools may need to make adjustments to the quantity or items to ensure they stay within the total dollar value on the purchase order.

4. Delivery

Once the ordering period has closed, participating schools must confirm delivery of items ordered through the same [Nonpublic Textbook online portal](#) that they used to apply to the program. Failure to confirm receipt of items may affect a nonpublic school's eligibility to participate in the program the following year.

Application Timeline

This funding opportunity, including all attachments and updates, can be found on the [Nonpublic Textbook webpage](#). Below is a timeline of important events:

Date	Timeline Event
October 26, 2023	The Grant Information Guide is released, and the application portal opens. MSDE will hold a virtual customer service support sessions about the application process for Nonpublic schools who are interested in applying.
November 1, 2023	MSDE will hold a virtual customer service support sessions about the application process for Nonpublic schools who are interested in applying.
December 29, 2023	The application portal closes for interested applicants.
January 2024	Schools are notified whether they're eligible for funding. Those that are approved will also be notified of their funding allocation.
January 11, 2024	MSDE will hold a virtual customer service support session for participating vendors, as well as vendors who are interested in participating.

Date	Timeline Event
January 16, 2024	MSDE will hold a virtual customer service support session for participating vendors, as well as vendors who are interested in participating.
January 23, 2024	MSDE will hold a virtual customer service support session about the ordering process for Nonpublic schools who are approved to participate.
February 1, 2024	The ordering portal opens for approved schools.
February 7, 2024	MSDE will hold a virtual customer service support session about the ordering process for Nonpublic schools who are approved to participate.
March 28, 2024	Last day to add new vendors.
April 15, 2024	The ordering portal closes for new orders.
April – June 30, 2024	<p>Reconciliation period: MSDE will create purchase orders and conduct reconciliation of accounts.</p> <p>Liquidation period: If a participating nonpublic school ordered items that are on back-order, the items must be fulfilled, or a replacement item must be identified within the liquidation window. If the requested item is not fulfilled or a replacement is not identified by June 30, 202, the dollar value of the item(s) will revert to the State.</p>
June 30, 2024	The fiscal year closes.
August 15, 2024	Participating schools must confirm delivery of orders through the Nonpublic Textbook online portal no later than August 15, 2023.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor
Baltimore, Maryland 21201-2595

410-767-0123 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA) Section 427

Each applicant must ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

Customer Service Support Sessions

The MSDE will hold several customer service support sessions for schools and vendors. During these sessions, MSDE personnel will review what applicants need to get started, share the program requirements, as well as walk-through of the application. To attend a session, click the session link below. See the dates and times below:

Sessions for nonpublic schools on the application process:

Thursday, October 26, 2023, from 4:00 – 5:00 p.m.

Video call link: <https://meet.google.com/hnx-aobf-bbb>

Wednesday, November 1, 2023, from 12:30 – 1:30 p.m.

Video call link: <https://meet.google.com/hnx-aobf-bbb>

Sessions for nonpublic schools on the ordering process:

Tuesday, January 23, 2024, from 3:00 – 4:00 p.m.

Video call link: <https://meet.google.com/hnx-aobf-bbb>

Wednesday, February 7, 2023, from 12:30 – 1:30 p.m.

Video call link: <https://meet.google.com/hnx-aobf-bbb>

Sessions for vendors on the ordering process:

Thursday, January 11, 2024, from 10:00 – 11:00 a.m.

Video call link: <https://meet.google.com/hnx-aobf-bbb>

Tuesday, January 16, 2024, from 3:00 – 4:00 p.m.

Video call link: <https://meet.google.com/hnx-aobf-bbb>

A list of frequently asked questions (FAQs) and answers will be posted on the [Nonpublic Textbook webpage](#) following customer service support sessions. MSDE staff will also be available to provide technical assistance throughout the grant application process. If you have questions about the application or the process, please contact:

Program Contact

Sandra Grant
Nonpublic Textbook Program Coordinator
(410) 767 - 0444
nptextbook.msde@maryland.gov

Attachments

The [Nonpublic Textbook online application and ordering portal](#)