



PROGRAM INFORMATION GUIDE

Education Support Professionals Bonus and Report

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

November 1, 2022
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

Senate Bill 831 establishes bonus payments to local education agency (LEA) education support professionals (ESPs) in FY 2023. An ESP is a “noncertificated education support professional”; that is, an ESP is a noncertificated public school employee designated as part of a bargaining unit under state law. This can include teacher aides, library aides, other aides, and noncertificated school personnel that do not have an educational function, such as bus drivers, food service workers, and noninstructional professional staff such as counselors and social workers.

NAME OF PROGRAM

Education Support Professionals – Bonus and Report

PURPOSE

In order to implement the education support professional bonus program as adopted in Senate Bill 831 of 2022, LEAs are required to provide the MSDE with a current number of noncertificated education support professionals by submitting this form and providing, for each eligible employee, the employee’s first name, last name, job title, job classification, email address and bargaining unit to the program contact. LEAs should provide this information via [Smartsheet](#).

AUTHORIZATION

[Senate Bill 831](#)

DISSEMINATION

This Grant Information Guide (GIG) was released on October 13, 2022.

DEADLINE

[Smartsheet](#) submissions are due no later than 5:00 p.m. on November 1, 2022.

GRANT PERIOD

July 1, 2022, to June 30, 2023.

FUNDING AMOUNT AVAILABLE

Eight Million Dollars (\$8,000,000) for FY23

ESTIMATED NUMBER OF GRANT

Twenty-five (25)

GRANT AMOUNT

Will vary per LEA based on the number of education aides that are noncertified within their school(s).

SUBMISSION INSTRUCTIONS

Applicants should visit the Smartsheet form for this Program and download the excel template from the instructions in the form. LEAs must then submit the populated form into Smartsheets by 5:00pm November 1, 2022, via email to justin.dayhoff@maryland.gov.

PROGRAM CONTACT

Justin Dayhoff
Assistant Superintendent
410-767-0439
Justin.dayhoff@maryland.gov

Eligibility

To be eligible to receive this grant funding the LEA or Seed School will need to have noncertificated education aides on payroll who are also members of a bargaining unit.

The MSDE reserves the right to take into consideration geographic distribution when making awards.

Use of Funds

Funds may only be used for:

- Bonuses to eligible education support professionals

Program Requirements

To ensure proper LEA allocations, each LEA must:

- Complete the [Smartsheet](#) with the employee's first name, last name, job title, job classification, email address and bargaining unit

The Payment Process

The review of forms and payment process to LEAs and eligible employees are as follows:

1. The MSDE will review [Smartsheet](#) completion to determine that all required fields are completed.
2. MSDE will evaluate data submissions to determine the amount of the award per eligible employee and, subsequently the amount to allocate to each LEA. The formula used will be award amount \$8,000,000 divided by the number of eligible employees statewide = \$ per staff.
3. Payment will then be made to the LEA per their submission in [Smartsheet](#) and the formula used in #2.
4. LEAs will distribute payments to each eligible provider in the amount determined by MSDE based on the data collected.

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 application must develop and describe the steps the applicant proposes to take to 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 in order to overcome barriers to equitable participation.

Customer Service Support Sessions

The MSDE will hold two customer service support sessions for LEAs. During these sessions, MSDE personnel will review the Smartsheet form submission process and answer any LEA questions about the program or process. See the dates and times below:

- Wednesday, October 26, 2022, from 1:00 p.m. – 2:00 p.m.
- Tuesday, November 1, 2022, from 10:00 a.m. – 11:00 a.m.

Questions

If you have questions about the application or the process, please contact the Program Monitor:

Justin Dayhoff
Assistant Superintendent
410-767-0439
Justin.dayhoff@maryland.gov

A list of frequently asked questions (FAQ) and answers will be posted to the [MSDE Grants office website](#) following customer service support sessions.