



PROGRAM INFORMATION GUIDE

Education Support Professionals Bonus and Report

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201

Deadline
January 26, 2024
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.

Interim State Superintendent of Schools

Wes Moore

Governor

MARYLAND STATE BOARD OF EDUCATION

Clarence C. Crawford

President, Maryland State Board of Education

Joshua L. Michael, Ph.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang

Susan J. Getty, Ed.D.

Dr. Monica Goldson

Nick Greer

Dr. Irma E. Johnson

Dr. Joan Mele-McCarthy

Rachel L. McCusker

Samir Paul, Esq.

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

Program Description.....	3
Use of Funds	5
Program Requirements	6
Non-Discrimination Statement.....	7
The General Education Provisions Act (GEPA)	8
Customer Service Support Sessions.....	9

Program Description

Senate Bill 831 establishes bonus payments to local education agency (LEA) education support professionals (ESPs) for Fiscal Year 2024. An ESP is a “noncertified education support professional;” that is, an ESP is a noncertified 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.

AUTHORIZATION

[Senate Bill 831](#)

GRANT OVERVIEW

Name of Grant Program

Education Support Professionals Bonus and Report

Purpose

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

Dissemination

This Program Information Guide (PIG) was released on Friday, January 12, 2024.

Deadline

Applications are due no later than 5:00 p.m. EDT on Friday, January 26, 2024.

Grant Period

July 1, 2023 – June 30, 2024

Funding Amount Available

\$22,400,000

Estimated Number of Grants

Twenty-five (25)

Grant Amount

The grant amount will vary per LEA based on the number of noncertificated education support professionals within their school(s).

Submission Instructions

LEAs should go to the [Smartsheet](#) form for this program and download the Excel template. LEAs must then submit the Smartsheet form, including their uploaded and completed Excel file, by 5:00 p.m. on January 26, 2024.

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide additional assistance when requested.

Program Contact

Stephanie Cochran

Program Manager

stephanie.cochran@maryland.gov

410-767-0533

Eligibility

To be eligible to receive this grant funding, the LEA or The SEED School of Maryland will need to have noncertificated education support professionals on payroll who are also members of a bargaining unit.

Use of Funds

Funds may only be used for:

- Bonuses to eligible education support professionals

Program Requirements

DATA COLLECTION

To ensure proper LEA allocations, each LEA must:

- Submit the [Smartsheet](#) form, including their uploaded and completed Excel file that provides the employee's first name, last name, job title, job classification, email address, and bargaining unit.

PAYMENT PROCESS

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

- MSDE will review the [Smartsheet](#) for completion to determine that all required fields are completed.
- 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 following formula will be used: The total number of eligible employees within the LEA multiplied by \$500. Payment will then be made to the LEA per their submission in [Smartsheet](#) and the formula mentioned above.
- 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)

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 to overcome barriers to equitable participation.

[Section 427 of the GEPA Form](#)

[Section 427 of the GEPA Notice to All Applicants](#)

Customer Service Support Sessions

MSDE will hold two customer service support sessions. During these sessions, MSDE personnel will provide an overview of the process. The sessions will be held on:

Thursday, January 18, 2024

10:00 a.m. – 11:00 a.m.

Video call link: meet.google.com/dab-wobb-afm

Or dial: (US) +1 417-501-4324, PIN 460 613 365#

Wednesday, January 24, 2024

1:00 p.m. – 2:00 p.m.

Video call link: meet.google.com/upo-hkxq-wtj

Or dial: (US) +1 320-400-3274, PIN 613 525 328#

MSDE program staff will also be available to provide customer service throughout the application process. This program information guide can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#). Questions should be directed to Stephanie Cochran, Program Manager, at 410-767-0533 or stephanie.cochran@maryland.gov.