



**Maryland**

STATE DEPARTMENT OF EDUCATION

# Program Information Guide

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## Pandemic Relief for Nonpublic Schools (PRNS) Fiscal Year 2024

**Maryland State Department of Education**

200 West Baltimore Street

Baltimore, Maryland 21201

### **Deadline**

May 31, 2024

No later than 11:59 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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Interim State Superintendent of Schools

**Donna Gunning**

Assistant State Superintendent  
Office of Finance

**Timothy Gordon**

Executive Director  
Office of Grants Administration and Compliance

**Wes Moore**

Governor

**MARYLAND STATE BOARD OF EDUCATION**

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## Program Description

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The Pandemic Relief for Nonpublic Schools ([PRNS](#)) program is designed to provide support to eligible nonpublic schools, assisting in enhancing safety measures and addressing educational disruptions caused by challenges associated with the COVID-19 pandemic. This initiative aims to provide nonpublic schools with the resources to create a safe learning environment that allows for virtual or hybrid learning.

### Name of Grant Program

Pandemic Relief for Nonpublic Schools ([PRNS](#)) program

### Authorization

Budget Bill for Fiscal Year 2024 ([House Bill 200](#), R00A03.04 Aid to Non-Public Schools); funds come from the [American Rescue Plan](#)

### Purpose

To provide eligible nonpublic schools with assistance to mitigate the impacts of the COVID pandemic

### Dissemination

This Grant Information Guide (GIG) was released on April 22, 2024.

### Deadline

Eligible schools must indicate interest by completing [the participation survey](#) no later than May 10, 2024. Completed order forms are due no later than May 24, 2024.

### Grant Period

April 22 – December 31, 2024

### Funding Amount Available

\$3.5 million

### Estimated Number of Grants

242 nonpublic schools are eligible to apply

### Eligibility

This funding opportunity is designed for nonpublic schools approved to participate in the [Nonpublic Textbook Program](#) during fiscal year 2024.

### Submission Instructions

Eligible schools must indicate interest in participating by completing [the participation survey](#). Order forms must be submitted via email to [grants.msde@maryland.gov](mailto:grants.msde@maryland.gov).

**PROGRAM CONTACT**

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Office of Grants Administration and Compliance  
410-767-2939 (Office)  
[grants.msde@maryland.gov](mailto:grants.msde@maryland.gov)

Brittany Battle  
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Office of Grants Administration and Compliance  
410-767-0066 (Office)  
[grants.msde@maryland.gov](mailto:grants.msde@maryland.gov)

**State Responsibilities**

MSDE is responsible for providing required information, data, documentation, and technical assistance to participating nonpublic schools and participating vendors. MSDE's office of procurement will generate purchase orders (POs) and send them to participating vendors. In addition, MSDE will monitor expenditures throughout the grant performance period to ensure that expenses align with program requirements and the allowable use of funds.

**Nonpublic School Responsibilities**

Since the textbooks and computer hardware/software remain property of the State, maintain appropriate shipment receipt records and inventory for audit purposes.

## Eligibility and Funding Allocations

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In order to be eligible to participate, a nonpublic school must:

- Be approved to participate in the [Nonpublic Textbook Program](#) for the Fiscal Year 2024;
- Meet the State definition of an elementary school<sup>1</sup> or a secondary school<sup>2</sup>;
- Indicate interest in participating by completing [the participation survey](#) by May 10, 2024.

Please note:

Funding allocations will be calculated by combining a base award of \$7,500 with an additional per-pupil amount, which will be determined based on the total student enrollment reported in the school's Nonpublic Textbook Program application for fiscal year 2024.

Any eligible school that does not complete [the participation survey](#) by May 10, 2024 will not receive a funding allocation.

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<sup>1</sup> [COMAR 13A.09.10.02](#) (11) "Elementary school" means an educational program that is provided by a teacher to students in any grade or consecutive sequence of kindergarten and grades 1–8, consisting of instruction in English language arts, mathematics, science, social studies, and, if applicable, other curricular areas.

<sup>2</sup> [COMAR 13A.09.10.02](#) (34) "Secondary school" means an educational program that:

- (a) Is provided by a teacher to students in any one or consecutive sequence of grades 9–12;
- (b) Consists of instruction in English language arts, mathematics, science, social studies, and other curricular areas required for earning a secondary school diploma.

## Use of Funds

This program awards nonpublic schools a funding allocation to spend-down by submitting a [PRNS order form](#), expressing a request for MSDE to order items on behalf of the school.

Category	Items That Schools Can Request
<b>Sanitizing:</b> Supplies to sanitize and disinfect school facilities	Cleaning supplies, disinfecting spray, paper towels, mops, disinfectant wipes
<b>PPE:</b> Personal protective equipment	Masks, face guards, gloves, shields
<b>Air Quality:</b> Supplies to improve ventilation systems, including windows or portable air purification systems to ensure healthy air	Air purifiers, replacement air filters, portable fans, window air conditioning units
<b>Health Protocols:</b> Materials, supplies, or equipment recommended by the CDC to effectively implement and maintain public health and safety protocols related to COVID	Thermometers, portable or non-permanent water dispensers, signage to promote protective safety measures, trash cans, soap and hand sanitizer dispensers, tissues, portable hand washing stations, COVID test kits, desks, chairs, tables
<b>Technology:</b> Educational technology to assist students, educators, and other staff with remote or hybrid learning	Interactive white boards, computers, monitors, tablets, laptops, headsets, hardware and connectivity to assist with remote/hybrid learning, server equipment, printers, calculators, webcams, document cameras

Please note:

MSDE will send out a [Wish List survey](#) to interested schools to capture requests from schools for specific items that fall within the allowable use of funds. The [Wish List survey](#) must be completed by May 14, 2024. MSDE will make an attempt to meet the needs of schools, while aligning to the use of funds and state procurement laws.

The following state-preferred vendors are approved to participate:

- [Maryland Correctional Enterprises \(MCE\)](#)
- [Blind Industries of Maryland \(BISM\)](#) ([see furniture catalog here](#))
- [Rudolph's Office Supply](#)
- [AJ Stationary](#)
- [Dell Technologies](#)
- [Staples](#)
- [Hewlett Packard \(HP\)](#)

Requesting an item on the Wish list survey does not guarantee the inclusion of the requested item on the order form.

## The Ordering Process

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Ordering allowable items will be a five-part process:

1. MSDE will provide participating schools with their funding allocation, as well as the PRNS order form.
2. Participating schools must complete the [PRNS order form](#). On that form, schools will select the allowable items they wish MSDE to order for them, as well as the quantity of each item. The top portion of that form will provide the school's allocation, and the total of funds spent down. The total on the order form cannot exceed the school's allocation. Schools must email their order form in excel format to [grants.msde@maryland.gov](mailto:grants.msde@maryland.gov). Please put your school name in the subject line (i.e. "Yeshivas Simcha PRNS order form").
3. MSDE will aggregate all the order forms submitted by schools and generate one PO per vendor that includes an aggregate of all the items requested by schools.
4. For any POs that exceed \$50,000, MSDE must first obtain approval from the Office of State Procurement (OSP), which can take up to 30 days. For any POs that exceed \$200,000 MSDE must then obtain approval from the Board of Public Works ([BPW](#)), which can take up to 90 days. Once the PO has been approved, it will be sent to the vendor to process.
5. Once the PO is approved, MSDE will send it to the vendor who may then begin delivering items to the schools. Depending on the item type, the vendor, and the quantity of the item, schools can expect to receive their items anytime from October through December 2024 and potentially beyond.

Please note:

Schools must select from the list of approved items from approved vendors.

Completed order forms must be emailed to [grants.msde@maryland.gov](mailto:grants.msde@maryland.gov) in excel format.



## Grant Application Timeline

This funding opportunity, including all attachments and updates, can be downloaded from the [PRNS webpage](#).

Date	Timeline Event
April 22, 2024	The grant information guide and the participation survey are released.
April 24, 2024 April 26, 2024 May 6, 2024	MSDE will hold customer service sessions for eligible nonpublic schools.
May 10, 2024	Schools who wish to participate must complete a participation survey by this date. MSDE will calculate the funding allocations for participating schools.
May 14, 2024	The Wish List survey will close at the end of May 14. No additional items will be added to the order form.
May 24, 2024	Schools must submit their order form by this date. No new orders or items will be accepted beyond this date.
June – September 2024	MSDE will seek approval through the Office of State Procurement and the Board of Public Works for any POs that exceed \$50,000.
September 30, 2024	The federal obligation period closes. All purchase orders must be approved by the Office of State Procurement and the Board of Public Works.
December 31, 2024	The federal liquidation period closes.

Please note:

The Board of Public Works meetings are livestreamed and open to the public. Visit the Board of Public Works [webpage](#) for updates.

## Non-Discrimination Statement

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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 Finance and Operations**

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

410-767-0123 - voice

410-767-0431 - fax

Deaf and hard of hearing use Relay.

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## **The General Education Provisions Act (GEPA) Sect 427**

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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.

## Customer Service Support Sessions

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MSDE will hold two customer service support sessions for eligible schools. During these sessions, MSDE personnel will provide an overview of the program. The sessions will be on:

### Wednesday, April 24, 2024

3:00 p.m. – 4:00 p.m.

Video call link: <https://meet.google.com/imw-bxgt-sus>

### Friday, April 26, 2024

12:00 p.m. – 1:00 p.m.

Video call link: <https://meet.google.com/imw-bxgt-sus>

### Monday, May 6, 2024

12:00 p.m. – 1:00 p.m.

Video call link: <https://meet.google.com/imw-bxgt-sus>

MSDE staff will also be available to provide technical assistance throughout the application and ordering process. If you have questions about the application or the process, please contact:

### PROGRAM CONTACT

Nicole Obregon

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

### Attachment

The [participation survey](#) for eligible nonpublic schools