

State of Maryland
Interagency Commission on School Construction
in Coordination with the Maryland State Department of
Education

Nonpublic Aging Schools Program
Administrative Procedures Guide



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These procedures are available for download at iac.mdschoolconstruction.org
Submit applications for this program online at MSDE's NASP Application Site

Record of Changes

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1. Glossary

Definition of terms and acronyms used in this document:

Acronym or Term	Definition
Fiscal Year 2027	July 1, 2026 through June 30, 2027
IAC	Interagency Commission on School Construction
LEA	Local Education Agency
NASP	Nonpublic Aging Schools Program
MDGS	Maryland Department of General Services
MSDE	Maryland State Department of Education
OSF	MSDE's Office of School Facilities

2. Purpose

The Senator James E. "Ed" DeGrange NASP provides grants for renovations and improvements to existing nonpublic school buildings.

3. Background and Program Eligibility

The program was established by legislation in calendar year 2026 through the enactment of Senate Bill 283, Chapter 05. The budget provides \$5,000,000 for the FY 2027 program in grants for renovations and improvements to existing nonpublic school buildings.

3.1. Eligibility requirements include:

- 3.1.1. Schools must serve students with disabilities through the Nonpublic Placement Program R00A02.07 Subprogram 0762 **and/or** be eligible in fiscal year 2026 (calendar year 2025) for the Aid to Nonpublic Schools Program for the purchase of textbooks or computer hardware and

software for loans to students (commonly known as the “Textbook and Technology Program”). Information about the Nonpublic Textbook Program can be found [on the MSDE website](#).

- 3.1.2. The school building(s) must have been constructed and occupied at least 15 years prior to the time of application.
- 3.1.3. Nonpublic schools serving **only** Prekindergarten (age 4 and below) students are not eligible.
- 3.2. Grants are paid on a reimbursement basis to the nonpublic school recipient from the IAC. State funds provided through the NASP do not require matching funds. The school is responsible for the payment of costs in excess of the State award.
- 3.3. For FY 2027, the maximum grant amount is \$100,000 per eligible school and the minimum grant amount is \$5,000 per eligible school. The Woodbourne School will be awarded a maximum amount of \$1,500,000 in accordance with the capital budget bill.
- 3.4. Awards are based upon the number of schools meeting eligibility criteria and the number of eligibility criteria that they meet. The three possible criteria are:
 - 3.4.1. At least 20% of the school’s students are eligible for free and reduced priced meals;
 - 3.4.2. The tuition charged is less than the statewide average per pupil expenditure for public schools as calculated by the Maryland State Department of Education; and
 - 3.4.3. The school has a facility with an average age of 50 years or more.
- 3.5. Facilities which meet one criteria can receive a maximum grant amount of \$25,000; facilities that meet two criteria can receive a maximum grant amount of \$75,000; and facilities that meet all three criteria can receive a maximum grant amount of \$100,000.
- 3.6. If more eligible schools apply and qualify for grants that exceed that total authorization, awards will be prorated. In recent years, MSDE has been required to reduce the maximum grant amount in order to fund all schools that meet eligibility requirements. In FY 2026, the maximum grant allocation was a little over \$28,000 for schools that met all criteria.
- 3.7. The program will operate based on the schedule in Attachment 1.
- 3.8. Awards that are unused after three years revert to the IAC’s Statewide Reserve fund.

4. Eligible Projects/Expenditures

- 4.1. Eligible project expenditures are for capital improvements to nonpublic school buildings and sites that will protect the building from deterioration, improve safety of students and staff, and enhance delivery of educational programs, and are subject to the Code of Maryland Regulations [14.39.02.12](#).
- 4.2. The building and relevant building system components must be 16 years or older.
- 4.3. Projects and components must have an estimated life expectancy of at least 15 years with normal maintenance.
- 4.4. There is no minimum reimbursement request amount; separate eligible projects in the same building may be grouped for application and reimbursement purposes.
- 4.5. Projects in buildings leased by nonpublic schools are eligible for reimbursement provided that the building owner signs an agreement ensuring repayment of the grant to the State if the school ceases occupancy of the building within 15 years.
- 4.6. Examples of eligible projects include:
 - 4.6.1. Accessibility modifications

- 4.6.2. Carpet replacement (with 15-year+ warranty)
- 4.6.3. Flooring (replacement or repair and refinish)
- 4.6.4. Ceiling replacement
- 4.6.5. Electrical System Upgrades
- 4.6.6. Elevator refurbishment or upgrades
- 4.6.7. Fire protection system and fire alarm system and/or components (replacement and/or upgrade)
- 4.6.8. Heating, Ventilation, and Air Conditioning (HVAC) systems and/or components (replacement and/or upgrades)
- 4.6.9. Hardwired telecommunications systems, including safety and security systems
- 4.6.10. Installation or replacement of folding/moveable partitions, playground equipment, and/or security guard booths
- 4.6.11. Open space classroom conversion
- 4.6.12. Partitions (folding or moveable, installation and/or replacement)
- 4.6.13. Playground equipment and fencing (installation and/or replacement)
- 4.6.14. Roof replacements (which must fully replace an area of the building, cannot be patchwork)
- 4.6.15. Security guard booths (on-site only, installation)
- 4.6.16. Site redevelopment, including parking areas and sidewalks
- 4.6.17. Underground fuel tanks (remove and/or replace)

5. Ineligible Projects/Expenditures

Projects and expenditures that are ineligible for funding are any that are:

- 5.1. To fund any project not eligible under the purpose of the grant
- 5.2. In spaces used primarily for religious instruction, programs, and worship
- 5.3. In buildings primarily used for non-instructional services including administration, maintenance, or storage
- 5.4. For improvements to or for relocation of temporary or portable classroom buildings
- 5.5. For routine maintenance and/or repair purposes, including painting rooms, repairing equipment, adjusting door closers, or patching roofs, sidewalks, or parking lots.
- 5.6. Directly or indirectly contributed to the required matching funds of a State legislative initiative grant in the annual capital bond bill.
- 5.7. Salaries or wages paid to nonpublic school employees.
- 5.8. Furnishings and equipment with an expected life of less than 15 years.
- 5.9. Instructional supplies and materials.
- 5.10. Maryland State sales tax reimbursement.
- 5.11. Listed within the Code of Maryland Regulations [14.39.02.13](#).

6. Project Requirements and Recommendations

To be eligible for approval, a requested project must meet all of the following requirements:

- 6.1. The project must meet requirements listed in this APG, including the Schedule in Attachment 1. Extension requests are not guaranteed. Grant recipients are encouraged to receive IAC approval prior to contracting for the work to ensure eligibility. No work contracted before June 1, 2026 is eligible.

- 6.2. Should the project scope change, grant recipients must contact MSDE in writing to request approval for funds to be used for the revised scope.
- 6.3. An extension to the Attachment 1 schedule may be requested, but may only be granted up to June 30, 2029. To request an extension, the grant recipient must notify MSDE prior to passage of the deadline in attachment 1. Extensions are not guaranteed.
- 6.4. For school facilities that were built before 1980, grant recipients must consult with the Maryland Historical Trust (MHT) to determine that the project will have no adverse effects on historic properties or will identify measures to reduce such effects. A "Project Review Form" is available on the [MHT website](#). A copy of this form is not required to be provided to the IAC or MSDE.
- 6.5. Grant recipients must comply with the State roofing policy on all roof projects, which is available on the [MDGS website](#) by searching for "roofing policy."
- 6.6. Grant recipients must not contract with any individuals or firms suspended or debarred from work in Maryland, listed on the [Board of Public Works website](#).
- 6.7. Grant recipients are encouraged to comply with COMAR 14.30.03 - Interagency Commission on School Construction, Construction Procurement Methods, including competitive bidding processes.
- 6.8. Grant recipients are encouraged to solicit and hire Maryland resident businesses, minority-owned businesses certified by the Maryland Department of Transportation, and/or [Maryland Correctional Enterprises](#).
- 6.9. Grant recipients are encouraged to use energy conservation and green building technologies.

7. Application Procedures

- 7.1. First, applicants must apply for the Textbook and Technology program.
 - 7.1.1. Please note that Nonpublic Placement schools seeking Nonpublic Aging Schools Program funding are not required to qualify for or participate in the Nonpublic Textbook Program. However, this program acts as a pass through for all NASP applications. **Therefore, Nonpublic Placements schools must still submit a common application that includes enrollment data and provide a signed Statement of Assurances certifying compliance with applicable nondiscrimination requirements.**
- 7.2. Second, applicants can proceed to the FY 2027 NASP application.
 - 7.2.1. Applicants should complete the Building Age Worksheet ([Form A](#)) and save the file as a PDF. The "Calculated Age" field at the bottom of this form will be used in the online application.
 - 7.2.2. Applicants should complete the Grant Assurance Form ([Form B](#)). Note that the text of the non-discrimination statement (Item 1.C.) is directly from law and cannot be altered.
 - 7.2.3. Applicants should visit <https://agingschools.msde.maryland.gov/Home/Index> to submit an application, which will require verification of contact information, enrollment, tuition, total cost of the project, private funds available, and uploads of Form A and Form B.
 - 7.2.4. Ensure that the "Submit" button is clicked to fully submit an application.
- 7.3. Applicants should receive an application confirmation email within 1 business day; contact MSDE OSF if a confirmation is not received.
- 7.4. Applicants will later receive a second confirmation email indicating if it has been approved, denied, or requires revisions.

8. Processing for Payment/Financial Reporting

- 8.1. Reimbursements for completed work must be requested according to the schedule in Attachment 1 of this APG.
- 8.2. The State will issue only one reimbursement check per project.
- 8.3. Reimbursement must be requested by emailing osfsubmissions.msde@maryland.gov with the following information compiled into a single PDF named “(Fiscal Year) NASP (MSDE School #) (School Name)”:
 - 8.3.1. Nonpublic Aging School Program Request for Reimbursement Checklist
 - 8.3.2. Request for Reimbursement Form 306.2, signed and dated.
 - 8.3.3. W-9 form for the school, signed and dated. If the address and school name do not match the information submitted in the application, the grant recipient must also include a letter explaining the difference.
 - 8.3.4. Invoices or receipts for work performed.
 - 8.3.5. Proof of payment in the form of a copy of the front and back of cancelled check(s) or a bank/credit card statement that shows the transaction, payee, payor, total amount, and payment date.
- 8.4. Following submission, MSDE will review the reimbursement request; inconsistent or incomplete requests will be sent back for revisions. If the request is complete, MSDE staff will submit the request to the IAC Finance Department and payment will be issued by the State Comptroller.
- 8.5. If grant awards are \$50,000 or more, the school is required to sign up for ACH to receive reimbursement. Instructions to sign up for ACH are available [via the State Comptroller’s website](#). For grant awards under \$50,000, schools are encouraged to sign up for ACH to receive reimbursement.

9. General and Special Conditions

- 9.1. Nonpublic schools may appeal decisions of MSDE and/or IAC staff to the Commission. To submit an appeal, submit a letter to iac.pscp@maryland.gov within 45 days of the decision explaining the circumstances and any mitigating conditions. The Executive Director of the IAC will notify the school of the outcome of the appeal.
- 9.2. Grant awards are subject to audit by OSF and/or IAC staff. Grant recipients must maintain records for five years after reimbursement and make all records related to the program available for review and audit upon request.
- 9.3. No project design review approval by MSDE or the IAC is required, though MSDE and the IAC reserve the right to review technical designs, specifications, and procurement documents. Applicants will be notified if review is needed.
- 9.4. No bid/contract submissions to MSDE or the IAC are required; procurement recommendations are listed in Section 6 of this APG.

10. IAC Requests for Information and Clarification

- 10.1. In order to facilitate timely review, it is imperative that schools respond to requests for information from the IAC and MSDE in a timely manner.

- 10.2. Requests for information will be sent via email and are expected to be replied to within three business days.
- 10.3. Failure to respond within the above timeframe may result in a project being determined to be ineligible for funding.

11. **Contacts**

- 11.1. For general information on the MSDE Aid to Nonpublic Schools (Textbook and Technology Program) or other MSDE Nonpublic School Programs, contact Christine Johnson, Non-public Textbook Program Coordinator, at christine.johnson2@maryland.gov or (410) 767-0444.
- 11.2. For questions relating to NASP project eligibility, applications, or reimbursement requests, contact Myron Mason, MSDE School Facilities Administrator at myron.mason@maryland.gov or (410) 767-0113.

Attachment 1: FY 2027 Program Schedule

6/1/2026	FY 2026 NASP funds are available in the IAC budget. Qualifying contracts cannot be signed prior to this date.
10/2026	IAC adopts and MSDE OSF releases procedures. Application submission period begins.
1/8/2027	Deadline for application submission.
3/11/2027	IAC reviews and approves awards; MSDE notifies awardees. Reimbursement request submission period begins.
6/28/2028	Deadline for work to be under contract.
3/31/2029	Deadline for completion of work. Deadline for reimbursement request submission.

Please note that grantees are encouraged to work ahead of the established deadlines to ensure adequate time to resolve any submission errors or issues that may arise. Further, note that schools must complete and pay for the work in full prior to requesting State reimbursement.